DEPARTMENT OF ENERGY
(Kagawaran ng Enerhiya)
Energy Center, Rizal Drive Bonifacio
Global City, Taguig City, Philippines 1632

RFQ No.	RFQ-01-0151-2026-06-0429-0919-0156
Purchase Request No.:	01-0151-2026-06-0429

REQUEST FOR QUOTATION

Title of Procurement/End-user	**: PROCUREMENT OF EXECUTIVE GIFT SETS OF EUMB-EPSMD AND EPRED FOR THE IMPLEMENTATION OF GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP) AND PHILIPPINE ENERGY LABELING PROGRAM (PELP)/EUMB-EPSMD**
Approved Budget for the Contract	**: Php 1,998,700.00**
Mode of Procurement	**: Small Value Procurement (Sec.34) R.A. 12009**
Award Criterion	**: LCRB / SCRB**
Bidding Terms	**: One (1) Lot**
Delivery Terms/Schedule	**: Sixty (60) calendar days upon receipt of Purchase Order (PO)**
Delivery Location	: Department of Energy Main Office, BGC Taguig City
Payment Terms	: One Hundred percent (100%) of the contract price will be processed within thirty (30) working days subject to the issuance of a certificate of completion and acceptance by the End User

SUBMISSION OF PROPOSALS/ QUOTATION and RELATED DOCUMENTS SHOULD BE COLLATED AND SUBMITTED IN A ONE (1) PDF FILE FORMAT

Please quote your lowest price on the items/s listed below, subject to the compliance with the Terms of Reference and Specifications. Submit the quotation following the format of the Quotation Submission Form (Annex A) in a sealed envelope duly signed by your representative at the Procurement Management Division Office, Department of Energy, G/F-Annex Building, Energy Center, Rizal Drive cor. 34th Street, Bonifacio Global City, Taguig City or through email at the following address: bacsecretariat@doe.gov.ph not later than **(28 September 2026, 4:00PM)**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications				
	Description/ Specification:	Quantity	Unit Price	Total ABC
1.	**WOODEN MUG WITH ENGRAVED DESIGN:** • Reusable beverage mug/tumbler with wooden or bamboo exterior finish/design • May consist of food-grade with wood/bamboo outer finish, or equivalent durable food-safe construction • With engraved/customized name or design on the exterior surface, as required • With DOE logo • Suitable for hot or cold beverages • With handle and secure lid/cover, if applicable • Durable, reusable, neatly finished, and free from defects • Packed properly to prevent scratches or damage during handling and transport • Approximate size: 6 to 7 inches (height) • Approximate diameter: 3 to 4 inches • Approximate capacity: 350 mL to 500 mL	790		**Php 1,998,700.00**

	• Must be compact enough to fit inside the customized native box together with the other gift set items   			
2.	**DRIP COFFEE:** • Product – Premium Coffee Drip Bag • Contents – One (1) box with four (4) individually packed drip bags • Coffee – Made from locally sourced Philippine coffee beans • Weight – at least 10 grams of ground coffee per drip bag • Packaging – Each drip bag must be individually sealed to keep the coffee fresh • Shelf Life – at least 12 months upon delivery    	790		

	• Label – Must include the product name, net weight, manufacturing date, expiration date, and manufacturer's name • Condition – Products must be clean, properly packed, and free from damage or defects upon delivery • Varieties – Original Blend, Barako, Arabica and Discovery set			
3.	**TABLEA (PURE CACAO TABLETS):** • Made from 100% pure cacao beans • In tablet/disc form • Premium quality • Packed in sealed food-grade paper tube, canister, or resealable pouch • With product label • With net weight indicated in packaging • With manufacturing and expiry/best-before date • Suitable for beverage preparation / native hot chocolate • Approximately 120 g to 150 g per pack  	790		
4.	**DECORATIVE TABLE LAMP:** • Decorative table lamp for indoor use • Made of capiz shell panels or similar translucent decorative material, with wooden base/frame or equivalent durable material • With electrical cord, bulb holder/light fixture, and ready for use upon delivery • Emits warm ambient lighting suitable for decorative display and executive gift presentation  • Stable, durable, and neatly finished construction • With DOE logo • Packed properly to prevent breakage or damage during transport • Approximate size: 6 to 8 inches (height) x 3 to 4 inches (width) x 3 to 4 inches (depth)	790		

5.	**CUSTOMIZED NATIVE BOX:** • Native-style woven box or basket intended for executive gift set packaging • Made of woven indigenous/natural material such as nito, rattan, buri, bamboo, pandan, or similar locally sourced material • Durable, neatly woven, and with clean finish and uniform appearance • Suitable for containing the decorative lamp, wooden mug, drip coffee, premium cacao tablets, and other gift set components • May include customized decorative elements such as card holder, tag, ribbon, filler, or insert, as may be required by the end-user • Must be of sufficient size and depth to securely hold all gift set items without overcrowding • Approximate size: 14 to 16 inches (length) x 10 to 12 inches (width) x 4 to 5 inches (height/depth)  **RIBBON/LACE SPECIFICATIONS:** • With decorative satin ribbon/lace accent attached to or wrapped around the native box, as part of the executive gift set presentation • Ribbon color shall be Department of Energy (DOE) brand blue (#0000FE) and DOE brand yellow (#FFFF00), or a combination thereof, subject to final approved design • Ribbon material shall be smooth satin or equivalent fabric ribbon, neatly finished and securely attached • Ribbon width: approximately 1 to 1.5 inches • Ribbon may be used as a box accent, wrap-around band, bow, or closure detail, provided it does not obstruct the opening of the box	790		





THANK YOU CARD:

- Material: Premium matte cardstock, 250–300 gsm
- Size: A6 (105 mm × 148 mm), landscape orientation
- Printing: Full-color, double-sided
- Finish: Matte finish
- Design: Customized design using the official DOE logo and DOE colors (blue, yellow, and cream). The design shall include energy efficiency and conservation-themed graphics or icons.



- Message: Shall contain a thank-you message with an Energy Efficiency and Conservation (EEC) advocacy message. Final content and design shall be approved by the DOE before printing.
- Packaging: One (1) thank-you card shall be included in each executive gift box.
- Artwork Approval: Supplier shall submit a digital layout for DOE approval before production.

6.	**CUSTOMIZED PAPER BAG:** • Paper bag for gift packaging, intended to hold the customized native box and its contents • Made of thick kraft paper or equivalent durable paper material • With sturdy handle (ribbon, cord, or similar material) securely attached • Plain or customized design, as may be required • Durable enough to support the total weight of the native box and all gift items • Ribbon color shall be Department of Energy (DOE) brand blue (#0000FE) and DOE brand yellow (#FFFF00), or a combination thereof, subject to final approved design • Neatly finished, presentable, and suitable for official distribution and ceremonial activities • Delivered clean, intact, and ready for use • Approximate size: 16 to 18 inches (length/width) x 6 to 8 inches (gusset/depth) x 12 to 14 inches (height) • Must be large enough to accommodate one customized native box measuring approximately 14–16 in x 10–12 in x 4–5 in 	790		

Terms and Conditions:

1. Supplier shall submit the following upon submission of the bid:
    a. brochure or sample for wooden mug with engraved design, drip coffee, tablea (pure cacao tablets), decorative table lamp, customized native box, customized paper bag.
2. Winning bidder shall submit a sample/s for each item within fifteen (15) calendar days after the receipt of the Purchase Order (P.O.) for approval of the End User. The End User shall review and approve the sample within one (1) working day from receipt of the sample/s.
3. Prices quoted shall be firm and irrevocable and not subject to any change whatsoever, even due to an increase in the cost of raw materials, components, fluctuations in foreign exchange rates, or excise duties.
4. The supplier should warrant that all items are of high quality and in accordance with specifications and shall be free from defects. If any of the items are found defective, a replacement is necessary within a three (3) week period from delivery.
5. Bid price must be inclusive of all costs such as freight, brokerage, duties, and taxes, etc. attendant to the delivery of the items at General Services Division (GSD) - Supply and Property Management Division (SPMD), Main building of DOE.
6. Delivery Terms: Sixty (60) calendar days upon receipt of Purchase Order (PO).
7. Payment Terms: One Hundred percent (100%) of the contract price will be processed within thirty (30) working days, subject to the issuance of a certificate of completion and acceptance by the End User.
8. Failure to deliver items within the specified delivery period shall authorize the DOE to impose a penalty of at least one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay.

General Conditions:

1. Quotation shall be valid for sixty (60) days from submission
2. Sample/brochure of the item complying with the Specifications shall be submitted together with the quotation/proposal. Non-submission of actual sample/brochures in the proposal is a ground for disqualification. ***(As stated in the Terms of Reference/ Specifications)***
3. The following documents shall be attached/included in the submission of proposal/quotation:
   a) Mayor's / Business Permit
   b) PhilGEPS Registration Number/Certificate
   c) Income /Business Tax Return ***(For ABCs above 500k)***
   d) Omnibus sworn Statement (Annex C)
4. Payment is through LDDAP through a Government Servicing Bank (GSB) and will be processed upon final acceptance of the end users and submission of complete documents. If not a GSB should shoulder all associated Bank Transaction Fee.
5. The Supplier shall clearly state the company name and account name for payment.
6. The price quoted is inclusive of all taxes and other charges.
7. The Supplier shall receive the Notice of Award and Purchase Order/Notice to Proceed within the required time under RA 12009 otherwise the Supplier may be sanctioned under the provision of RA 12009 and its IRR.

Annex A - Department of Energy Suppliers Quotation Submission Form

Solicitation No. _____
Purchase Request No. _____

Please quote your lowest price on the item/s under the specific Request for Quotation, subject to the terms, conditions and specifications as stated in the RFQ. Submit the quotation following the format below in a sealed envelope duly signed by your representative not later than the time and date as indicated in the RFQ at the Procurement Management Division Office, Department of Energy, G/F-Annex Building, Energy Center, Rizal Drive cor. 34th Street, Bonifacio Global City, Taguig City. LATE SUBMISSION WILL NOT BE ACCEPTED.

Company Logo/Letterhead

Date :
Company Name :
Procurement Title :
Delivery Date/Delivery Terms : [No. of Days] calendar days upon receipt of Purchase Order
Delivery Location : Department of Energy Main Office, BGC Taguig City
Payment Terms :

Price Quotation:

Terms of Reference/Specifications				
Item No.	Description/ Specification:	Quantity	Unit Price	Total Bid
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

General Conditions:

1. Quotation shall be valid for sixty (60) days from submission
2. Sample/brochure of the item complying with the Specifications shall be submitted together with the quotation/proposal. Non-submission of actual sample/brochures in the proposal is a ground for disqualification. ***(As stated in the Terms of Reference/ Specifications)***
3. The following documents shall be attached/included in the submission of proposal/quotation:
    a) Mayor's / Business Permit
    b) PhilGEPS Registration Number
    c) Income / Business Tax Return
    d) Omnibus sworn Statement (Annex C)

4. Payment is through LDDAP through a Government Servicing Bank (GSB) and will be processed upon final acceptance of the end users and submission of complete documents. If not a GSB should shoulder all associated Bank Transaction Fee.
5. The Supplier shall clearly state the company name and account name for payment.
6. The price quoted is inclusive of all taxes and other charges.
7. The Supplier shall receive the Notice of Award and Purchase Order/Notice to Proceed within the required time under RA 12009, otherwise the Supplier may be sanctioned under the provision of RA 12009 and its IRR.

The above quoted prices are inclusive of all cost and applicable taxes.

After having carefully read and accepted your Terms of Reference/Specification we are submitting our quotation/proposal on the items at prices indicated above.

Name and Signature of Authorize Representative _____

<u>Company Name/Business Name and Address</u> that will be used in the Notice of Award and Purchase Order/Notice to Proceed _____

Tel. No. / Cellphone No./ email address _____

Date _____

Omnibus Sworn Statement Form

[Note: The duly accomplished form shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

OMNIBUS SWORN STATEMENT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and with residence at [*Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the others:*

   - *If sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

   - *If partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

2. ***Select one, delete the others:***

   - *If sole proprietorship:* As the owner and sole proprietor or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity][insert* "as supported by the attached duly notarized Special Power of Attorney" *for authorized representative]*;

   - *If partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable*;*

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney *for authorized representative*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board; by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *Select one, delete the others:*

   - *If sole proprietorship :* The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If partnership :* The partnership itself and the partners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If cooperative:* The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If corporation, or joint venture:* The corporation or joint venture itself, and officers, directors, and controlling stockholders of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial ownership information containing false entries shall be subject to backlisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

Select one, delete the rest:

- *In case of corporations: [Name of Bidder]* declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.

- *In case of Foreign Bidders: [Name of Bidder]* submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.

8. *[Name of Bidder]* complies with existing labor laws and standards; and

9. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

   a) Carefully examine all of the Bidding Documents;

   b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

   c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

   d) Inquire or secure Supplemental Bid Bulletin(s) issued for the *[Project Title]*.

10. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

11. In case advance payment was made or given to *[Name of Bidder]*, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of ___, 20__ at _____, Philippines.

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Affiant's Signature over Printed Name]
[Position/Designation]
[Date]

JURAT

SUBSCRIBED AND SWORN to before me this _____ day of *[month] [year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____.

WITNESS MY HAND AND SEAL this ___ day of *[month] [year].*

NAME OF NOTARY PUBLIC
Notarial Commission No. _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. __, *[date issued], [place issued]*
IBP No. __, *[date issued], [place issued]*

Doc. No. _____
Page No. _____
Book No. _____
Series of _____.