



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

RFQ No.	RFQ-01-0101-2025-03-V0133-0415-0046
Purchase Request No.:	01-0101-2025-03-V0133

REQUEST FOR QUOTATION

Title of Procurement/End-user	: PROCUREMENT OF TONERS AND INK FOR THE VISAYAS FIELD OFFICE
Approved Budget of the Contract	: Php500,000.00
Mode of Procurement	: Small Value Procurement (AMP 53.9)
Bidding Terms	: Per Lot
Delivery Terms/Schedule	: as specified in the requirements
Delivery Location	: Department of Energy – Visayas Field Office, 3 rd Floor, Escario Bldg., 731 Escario St., Cebu City, Cebu
Payment Terms	: Payment shall be processed within thirty (30) days upon completion of delivery of all items or services, submission of all required documents and issuance of end-user’s certificate acceptance.

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, 3rd Floor DOE Main Building, Department of Energy Rizal Drive, Energy Center-Bonifacio Global City, Taguig City or through email at the following address: bacsecretariat@doe.gov.ph not later than **21 April 2025, 4:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications		
	Description/Specification:	Total ABC
	Objective The Department of Energy – Visayas Field Office (DOE-VFO) shall procure Toners and Ink to boost overall efficiency and productivity, while also enhancing environmental sustainability and document security in its printing operations. The DOE-VFO shall require the Bidder to supply toners and inks and provide printers for “free use” to the DOE-VFO. The winning bidder shall charge the DOE-VFO based on the actual quantities of toner/ink delivered. Requirements BIDDERS QUALIFICATION REQUIREMENTS a. The bidder must have at least three (3) years’ experience in the printing services business. b. The bidder must be registered with PhilGeps and possess all the necessary documents. SCOPE OF WORK/DELIVERABLES a. Supply and delivery of inks and toners as specified in Item V.	500,000.00

- b. Provision of the following printers for free use to the DOE-VFO
- three (3) units Color All-in-one Eco Tank Printers
 - four (4) units Color-All-in-One Laser Printer
 - five (5) units Monochrome Printers (up to 30 ppm print speed)
- c. Provision of technical support staff who shall conduct maintenance services.

TONER - REQUIREMENTS AND SPECIFICATIONS

1. **Color-All-in-One Eco Tank Printer (3 units) - Black, up to 16 ppm Color**

Item Description	Quantity	Type
Black	40	Ink bottle
Cyan	20	Ink bottle
Magenta	20	Ink bottle
Yellow	20	Ink bottle

2. **Color-All-in-One Laser Printer (4 units) - up to 21 ppm**

Item Description	Quantity	Type
Black	41	Toner Cartridge
Cyan	20	Toner Cartridge
Magenta	20	Toner Cartridge
Yellow	20	Toner Cartridge

3. **Monochrome Laser Printer (5 units) – up to 30 ppm**

Item Description	Quantity	Type
Black	125	Toner Cartridge

PRINTER - REQUIREMENTS AND SPECIFICATIONS

1. **Color-All-in-One Eco Tank Printer (3 units)**

Requirements	Description
Printer Technology	All-in-One Color Eco Tank Technology
Function	Print, Scan, Copy, Fax with ADF
Print Speed	up to 22 ppm (Black), up to 16 ppm (Color)
Print Resolution	1200 x 1200 dpi
Supported Paper Thickness	Up to 300 g/m ²
Supported Operating System Windows	7 / 8 / 8.1 / 10 /11 Windows Server 2003 / 2008 / 2012 / 2016 / 2019/ 2022 Mac OS X 10.6.8 or later
Connectivity	Gigabit ethernet 910/100/1000), High Speed USB 2.0, RJ45, Wi-Fi
Scanner Type	Flatbed color image scanner
Maximum Scan Area	216 x 297 mm
Scan Speed	Up to 3 ppm (200 ppi, color); Up to 5 ppm (200 ppi, mono)
Scan Resolution	Up to 1200 x 1200 dpi
Copy Speed	Up to 22 cpm
Optical Resolution	Up to 600 dpi

2. **Color-All-in-One Laser Printer (4 units)**

Requirements	Description
Printer Technology	Laser Technology
Function	Print, Scan, Copy, Fax
Print Speed	up to 21 ppm (Black), up to 21 ppm (Color)
Print Resolution	600 x 600 dpi
Supported Paper Thickness	Up to 220 g/m ²

Supported Operating System	Windows 7 / 8 / 8.1 / 10 /11 Windows Server 2003 / 2008 / 2012 / 2016 / 2019/ 2022 Mac OS X 10.6.8 or later
Connectivity	Gigabit ethernet 910/100/1000), High Speed USB 2.0, RJ45, Wi-Fi
Scanner Type	Flatbed color image scanner
Maximum Scan Area	216 x 297 mm
Scan Speed	Up to 26 ppm (black); Up to 22 ppm (color)
Scan Resolution	Up to 1200 dpi
Copy Speed	Up to 21 cpm
Optical Resolution	Up to 600 dpi

3. Monochrome Laser Printer (5 units)

Requirements	Description
Printer Technology	Monochrome Laser
Print Speed	up to 30 ppm
Print Resolution	600 x 600 dpi
Supported Paper Thickness	Up to 200 g/m2
Supported Operating System	Windows 7 / 8 / 8.1 / 10 /11 Windows Server 2003 / 2008 / 2012 / 2016 / 2019/ 2022 Mac OS X 10.6.8 or later
Connectivity	Gigabit ethernet 910/100/1000), High Speed USB 2.0, RJ45, Wifi

Terms and Conditions

1. The winning bidder shall supply and deliver inks and toners for the specified Printers.
2. The winning bidder shall provide/supply Printer for “free use” to the DOE-VFO, located at **3rd Floor, Escario Building, 731 Escario Street, Capitol Site, Cebu City.**
3. The winning bidder shall conform strictly to all the terms and conditions of these Terms of Reference.
4. The winning bidder shall provide regular free on-site maintenance and technical support as requested by DOE-VFO.
5. The winning bidder shall replace all printers, inks and toner units delivered to DOE-VFO found to be defective within three (3) working days upon receipt of the report from DOE-VFO. The replacement unit shall have the same or upgraded specifications as the defective unit.
6. The winning bidder shall be responsible for the disposal of empty ink bottles and toner cartridges in accordance with applicable environmental regulations.
7. The winning bidder shall retrieve the printers installed at the DOE-VFO only after the next procurement for toners and inks has been awarded to the winning bidder as per notification by the DOE-VFO.
8. The winning bidder shall ensure that the Color All-in-One Eco/Laser Printers and Monochrome Laser Printers are maintained in good working conditions.
9. The winning bidder shall be responsible for the maintenance/troubleshooting/repair of all printing equipment installed.

	<p>10. The winning bidder shall not charge the DOE-VFO for replacing parts or any maintenance/troubleshooting/repair services related to the printers installed.</p> <p>11. The winning bidder agrees to supply additional printers, inks, and toners as needed and requested by the DOE-VFO.</p> <p>Duration and Terms of Payment</p> <p>1. One hundred percent (100%) of the contract price will be released in Thirty (30) days upon the DOE-VFO's satisfactory completion and acceptance of all deliverables.</p> <p>2. The winning bidder shall commence delivery of all specified items ten (10) days upon receipt of the Approved Purchase Order from the DOE-VFO.</p> <p>3. Bid prices must be inclusive of all costs (insurance, freight, brokerage, duties, and taxes, etc.) attendant to the delivery of items at DOE-Visayas Field Office, 3rd Floor, Escario Bldg., Escario Street, Cebu City.</p> <p>4. Payment shall be processed by the DOE-VFO upon receipt of the billing statement from the winning bidder.</p>	
<p>General Conditions:</p> <p>1. Quotation shall be valid for sixty (60) days from submission</p> <p>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)</p> <p>3. The following documents shall be attached/included in the submission of proposal/quotation:</p> <p> a) Mayor's / Business Permit</p> <p> b) PhilGEPS Registration Number/Certificate</p> <p> c) Income /Business Tax Return (For ABCs above 500k)</p> <p> d) Omnibus sworn Statement (Annex C)</p> <p>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.</p> <p>5. The Supplier shall clearly state the company name and account name for payment.</p> <p>6. The price quoted is inclusive of all taxes and other charges.</p> <p>7. The Supplier shall receive the Notice of Award and Purchase Order/Notice to Proceed within the required time under RA 9184 otherwise the Supplier may be sanctioned under the provision of RA 9184 and its IRR.</p>		

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 RFO at the Procurement Management Division Office, 3rd Floor DOE Main Building, Department of Energy Rizal Drive, Energy Center-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 : Payment shall be processed within thirty (30) days upon completion of delivery of all items or services, submission of all required documents and issuance of end-user's certificate acceptance

Price Quotation:

Terms of Reference/Specifications				
Item No.	Description/ Specification:	Quantity	Unit Price	Total Bid
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
<p>General Conditions:</p> <p>1. Quotation shall be valid for sixty (60) days from submission</p> <p>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)</p> <p>3. The following documents shall be attached/included in the submission of proposal/quotation:</p> <p> a) Mayor's / Business Permit</p> <p> b) PhilGEPS Registration Number</p> <p> c) Income / Business Tax Return</p> <p> d) Omnibus sworn Statement (Annex C)</p>				

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 9184, otherwise the Supplier may be sanctioned under the provision of RA 9184 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

Company Name/Business Name and Address 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 (Revised)

[shall be submitted with the Bid]

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

AFFIDAVIT

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

1. *[Select one, delete the other:]*

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

[If a 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];

2. *[Select one, delete the other:]*

[If a 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 [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a 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 [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

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 as defined and provided for in the Uniform Guidelines on Blacklisting;**

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 rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[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.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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

*[Insert NAME OF BIDDER OR ITS AUTHORIZED
REPRESENTATIVE]*

[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]