



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

RFQ No.	RFQ-02-0101-2025-02-0070-0403-0032
Purchase Request No.:	02-0101-2025-02-0070

REQUEST FOR QUOTATION

Title of Procurement/End-user	: PROCUREMENT OF SERVICES FOR UPGRADING OF POTABLE WATER SYSTEM FACILITY OF MAIN AND ANNEX BUILDING/ AS-GSD
Approved Budget for the Contract	: Php980,000.00
Mode of Procurement	: Small Value Procurement (AMP53.9)
Bidding Terms	: One (1) Lot
Delivery Terms/Schedule	: Thirty (30) Days upon Receipt of Purchase Order (PO)
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.

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 **08 April 2025, 4:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications				
	Description/ Specification:	Quantity	Unit Price	Total ABC
1.	TERMS OF REFERENCE Upgrading of Potable Water System Facility of Main and Annex Building I. Introduction This project upgrades the Annex Building's water system facility to ensure continuous supply of water even at higher floors. This will also improve the efficiency of the system and eliminate wastage thru leakages in the old pipes. The AS-GSD will oversee implementation, ensuring proper supervision, management, and issue resolution. Upgrades include enhanced pumping equipment, piping, and necessary components. II. Approved Budget of the Contract The Approved Budget of the Contract (ABC) is Nine Hundred Eighty Thousand Pesos Only (P980,000.00) III. Scope of Work – General	Lot	980,000.00	980,000.00

	<p>The Scope of Work includes furnishing of labor, materials, equipment, and tools including supervision necessary to complete all the works stated herein. All Works are to be completed in accordance with the Contract.</p> <p>Safety</p> <ol style="list-style-type: none">1. Safety shall cover the installation of safety signages and barricades, dissemination of information on the proper use of safety personal protective equipment, such as hard hats and safety belt. It also includes strict reinforcement of safety rules. <p>Layout and Installation of PPR Pipe System</p> <ol style="list-style-type: none">2. Conduct a site inspection to determine the best pipeline route from the Bonifacio Water Corporation (BWC) meter to the cistern tank and pump house.3. Mark the layout path ensuring minimal disruption to existing infrastructure.4. Supply and install high-quality 2" PPR (Polypropylene Random Copolymer) pipes of appropriate size and pressure rating.5. Use proper pipe welding techniques (heat fusion) to ensure strong, leak-proof connections.6. Secure pipes with appropriate brackets, clamps, and supports to prevent sagging or stress on joints.7. Ensure compliance with plumbing standards for flow efficiency and durability. <p>Installation of PPR Pipe and Float Valves in the Cistern Tank</p> <ol style="list-style-type: none">8. Install two (2) US float valves 2" inside the cistern tank to automatically regulate the water level and prevent overflow.9. Connect the float valves to the newly installed PPR pipe system, ensuring proper alignment and tight sealing.10. Test the float valves to confirm proper operation and adjust settings if necessary. <p>Installation of Suction Pipe and Suction Foot Valve in the Cistern Tank</p> <ol style="list-style-type: none">11. Supply and install a suction pipe 2" of adequate diameter from the cistern tank to the pump system.12. Install a foot valve at the end of the suction pipe to prevent backflow and maintain prime in the suction line.13. Ensure the foot valve is fitted with a strainer to prevent debris from entering the pump system.14. Conduct a vacuum test to check for any air leaks in the suction line.			
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Installation of Bypass Valve from BWC to Building Supply

- 15. Install a bypass valve system to allow direct supply from BWC water source to the building's water supply system.
- 16. Ensure the bypass includes a Check valve to prevent cross-contamination between the BWC and cistern supply.
- 17. Test the bypass system to confirm smooth switching between the two supply sources.

Connection of Newly Installed Pipe to the Main Meter

- 18. Connect the newly laid PPR pipe to the BWC main meter connection point.
- 19. Use high-quality fittings, pressure-rated valves, and unions to ensure secure and leak-proof connections.
- 20. Perform a hydrostatic pressure test to verify the system's integrity before commissioning.

Installation of Pumping System

- 21. Supply and install two (2) centrifugal pumps (5HP each) for efficient water distribution.
- 22. Install a 120-gallon pressure tank to regulate water pressure and reduce pump cycling.
- 23. Securely mount and wire the motor controller to regulate pump operation.
- 24. Install necessary electrical wiring, protective breakers, and control switches to ensure safe operation.
- 25. Perform pump priming and initial operation checks to confirm proper suction and discharge pressure.

Specifications:	
2 units	Goulds Centrifugal Pump, Model 3656, 5HP, 3-phase, 230V, 3500rpm & 60Hz, Capacity 30-50 gpm, Made in USA
1 units	Fuji Motor Controller for 5HP Centrifugal Pump, with pump selector switch, Auto and Manual operation, 230V. The Control is Complete with all accessories for motor and pump protection
1 units	120 Gallon Bladder Pressure Tank, Made in USA

Re-piping of Overhead Tank Supply Line

- 26. Inspect the existing piping system and remove any damaged or corroded pipes.
- 27. Replace the old piping with new PPR pipes, ensuring proper insulation and support.
- 28. Use high-quality valves, fittings, and supports to enhance durability and ease of maintenance.
- 29. Conduct a leak test and pressure test to confirm reliability.

	<p><i>Installation of Bypass Pipe and Valve in the Overhead Tank</i></p> <p>30. Install a bypass pipe and control valve to allow direct supply from the overhead tank to the building supply in case of pump failure.</p> <p>31. Ensure proper placement and functionality of the bypass system for easy switching when needed.</p> <p>32. Conduct testing to ensure smooth operation and water flow through the bypass system.</p> <p><i>Reconnection of Old Pipe Supply to the New PPR Pipe System</i></p> <p>33. Identify and disconnect the old supply pipes.</p> <p>34. Reconnect them securely to the newly installed PPR piping network using compatible adapters and fittings.</p> <p>35. Ensure proper sealing and alignment to prevent leaks and pressure loss.</p> <p>36. Conduct a system-wide pressure test to confirm all reconnections are secure.</p> <p><i>Testing of Pump and Commissioning</i></p> <p>37. Perform a full-system pressure test to check for leaks and ensure proper pressure levels.</p> <p>38. Conduct pump testing to verify correct operation, including:</p> <ul style="list-style-type: none">a. Checking suction and discharge pressureb. Testing motor control functionsc. Ensuring automatic cut-in and cut-out settings are working properly <p>39. Conduct flow rate measurements to confirm the system meets the required capacity.</p> <p>40. Train building personnel on pump operation, maintenance, and troubleshooting procedures.</p> <p>41. Hand over as-built drawings and technical documentation for reference.</p> <p>IV. General Requirements</p> <p>1. The bidder shall undertake site visit to determine the corresponding Bill of Quantities. Corresponding certification will be issued by GSD and should be included in the submission of bid/quotation.</p> <p>2. The Project shall be done within thirty (30) calendar days upon the receipt of Purchase Order..</p> <p>3. The Contractor shall handle, store and protect the materials from damages, test and install in accordance with the Contract Documents.</p> <p>4. The Contractor shall present (in PowerPoint format or equivalent) to DOE the Detailed Concept before proceeding with the works.</p>			
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	<p>V. Terms of Payment</p> <p>5. DOE shall pay the Contractor, Thirty (30) calendar days upon submission of complete documents and End-Users acceptance subject to the usual Government Auditing and Accounting Procedures. Payment is through List of Due and Demandable Accounts Payable - Advice to Debit Account (LDDAP-ADA)</p> <p>VI. Warranty</p> <p>6. Warranty of 1 year for the works and materials from poor workmanship and factory defect.</p> <p>7. All defects shall be repaired or replaced by the Contractor at no cost to DOE thirty (30) days from discovery thereof and within three (3) months after final acceptance of the work by DOE. With 10% Retention money as warranty.</p>			
TOTAL				980,000.00
<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]