



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

RFQ No.	RFQ-01-0101-2025-05-0253-0618-0104
Purchase Request No.:	01-0101-2025-05-0253

REQUEST FOR QUOTATION

Title of Procurement/End-user	: PROCUREMENT OF PREVENTIVE MAINTENANCE OF EM200 FSS/ IDMD
Approved Budget of the Contract	: Php100,000.00
Mode of Procurement	: Small Value Procurement (AMP53.9)
Bidding Terms	: One (1) Lot
Delivery Terms/Schedule	: As indicated in the payment schedule
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 **23 JUNE 2025, 4:00PM**. **LATE SUBMISSION WILL NOT BE ACCEPTED.**

Terms of Reference/Specifications
<p>Preventive Maintenance of FM200 Fire Suppression System (FSS) of the Energy Data Center of the Philippines (EDCP) ABC: Php100,000.00</p> <p>I. Scope of Work</p> <p>1. General Requirements</p> <p>The services under this contract shall include the supervision/supply of labor, tools, and equipment necessary to accomplish the preventive maintenance for FM200 FSS. The Service Provider (SP) shall perform preventive maintenance to maintain the equipment and system in operating condition by conducting systematic inspection, functional and operational testing in accordance with the standard operating procedures for FM200 FSS preventive maintenance.</p> <p>2. Specific Requirements</p> <p>The SP shall undertake quarterly maintenance with quarterly issuance of Safety and Reliability Certificate (signed and sealed) and the detailed features of the maintenance activities shall include, but not limited to the following:</p> <p>2.1 Detection and Actuation System</p> <p>a. The detectors shall be checked to assure that they are free from foreign materials. General cleaning of devices shall conform to the manufacturer's recommendation and shall include but not limited to the following:</p>

- air dusting of the chamber and its screen using portable air blower with nonconductive bristle brush;
- use soap and distilled water for the washable outer shell;
- use multi-purpose cleaner or its equivalent on the parts that cannot be cleaned by water and soap;
- polish multi-purpose cleaner or its equivalent the smoke chamber vents; and
- air dusting and polishing of detector base.

- Spray contact cleaners on terminals.
- Re-tightening of wire termination to ensure that there are no loose connections.
- Provision of wire tagging and terminal lugs.
- Check mounting and fix it if needed.
- Functional testing to ensure that the equipment operates in its functional requirements.

2.2 Piping and Nozzles

- Piping shall be examined for any evidence of corrosion.
- The nozzles shall be cleaned and inspected to ensure that the orifices are clear and unobstructed. Additionally, they should be checked for correct position and orientation.
- Testing of pipeline using Nitrogen Gas.

2.3 Storage Rack and Cylinder Assembly

- The storage rack shall be inspected for tightness including wall mounting hardware.
- The pressure of the cylinders must be checked and cleaned
- Clean and inspect all FM200 cylinder & equipment for damaged or missing parts.
- Check all FM200 cylinder brackets, straps and associated parts for corrosion, oil, grease and grime and tight any loose hardware.
- Inspect all FM200 cylinder brackets, straps, cradles and mounting brackets for loose, damaged or broken parts.

2.4 Electrical Components

- Fire alarm control panel maintenance:
 - air dusting using portable air blower with non-conductive bristle brush inside and out;
 - use glass cleaners on glass cabinet covers;
 - use multi-purpose cleaner on fire alarm control panel cabinet;
 - use contact cleaners on PC board slots, ports, and terminals; and
 - never use solvent on control keypads.
- Manual release stations and abort stations bells and strobe lights maintenance:
 - air dusting using portable air blower with non-conductive bristle brush in and out;
 - polish with multi-purpose cleaner or its equivalent inside and out;
 - tightening of terminal screws and lugs;
 - polish bulbs;
 - tagging of wires; and
 - tighten screws and terminal blocks.

<p>c. Functional testing to ensure that the electrical components operate in their functional requirements:</p> <ul style="list-style-type: none"> • testing of Control Panel using cross zone system without discharge of agent; • actual activation of all field devices such as Manual Station, Fire Alarm bell abort station, horn & flashing Strobe; and • actual activation of Smoke Detector using smoke tester without FM200 Gas discharge. 				
<p>II. Payment Schedule</p>				
Item No.	Activities	Payment Terms (% of contract price)	Documentary Requirement	Timeline
1.	Inception meeting to discuss process and timeline for the conduct of quarterly preventive maintenance. Conduct of first preventive maintenance and testing of pipeline using Nitrogen Gas. Conduct of training on the operation protocols of FSS in case of emergencies.	70%	Certificate of Acceptance for the following items: <ul style="list-style-type: none"> • Signed/Approved Inception Report with project GANTT Chart; • Report on inspection and findings; • Training Certificates; • Issuance of Safety and Reliability Certificate (Signed and Sealed); and • Maintenance checklist completed and signed. 	Within 14 days upon receipt of PO
2.	Conduct of second preventive maintenance.	30%	Certificate of Acceptance for the following item: <ul style="list-style-type: none"> • Report on inspection and findings; • Issuance of Safety and Reliability Certificate (Signed and Sealed); and • Maintenance checklist completed and signed. 	Within 90 days to 104 days upon receipt of PO
	TOTAL	100%		
<p>Note: 5% retention fee for every progress payment</p>				
<p>III. Terms and Conditions</p> <ol style="list-style-type: none"> 1. Bid price must be in Philippine currency and must include all cost attendant to the preventive maintenance of the FSS. 2. The SP shall provide competent and professional service personnel with the right tools for the preventive maintenance and servicing of the FSS. 3. The SP shall assign at least (2) service personnel and shall be supervised by a designate lead man. The service personnel shall be allowed to conduct the maintenance from Mondays to Fridays, 7:00 am to 4:00 pm and/or identified window time provided by DOE. 				

Personnel assigned must have the following qualifications:

- At least two (2) years of experience in the operation and basic maintenance servicing of FM200 FSS; and
 - Training/Seminar Certificates for FM200 FSS, issued within the past two years.
4. The SP must provide the notarized Curriculum Vitae (CV) of their staff to be deployed for the project.
 5. The SP shall replace any parts or components found to be non-functional during the inspection at no additional cost to the DOE. However, the DOE shall be responsible for purchasing the identified non-functional parts/components.
 6. The SP shall facilitate training on the operation protocols of FSS in case of emergencies, during the conduct of the first quarter preventive maintenance.
 7. The SP shall provide service reports which will contain the work performed and any detected deterioration defect or abnormal condition on the equipment and FM200 FSS, within seven (7) days after the conduct of preventive maintenance.
 8. The successful bidder shall perform the service needed based on the TOR.
 9. Payment shall be processed within 30 days upon receipt of the Billing Statement and all documentary requirements stated in the payment schedule.

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

d) Omnibus sworn Statement (Annex C)

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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]