



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

RFQ No.	RFQ-02-0101-2022-09-0310-1018-0155
Purchase Request No.:	02-0101-2022-09-0310

REQUEST FOR QUOTATION

Title of Procurement/End-user	: Procurement for the Renovation of DOE-VFO Main Conference Room
Mode of Procurement	: Small Value Procurement (AMP 53.9)
Bidding Terms	: Per Lot
Delivery Terms/Schedule	: 30 days upon receipt of Notice to Proceed
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.

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 October 2022, Friday at 5:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications				
Lot No.	Description/ Specification:	Quantity	Unit Price	Total ABC
1.	<p>I. Introduction</p> <p>The Department of Energy (DOE) as client needs the services of a competent and duly licensed contractor to handle the renovation of conference room to have good representation towards its clients by creating a streamlined work environment.</p> <p>II. Start and Completion Dates</p> <p>The Contractor shall be held responsible for meeting intermediate dates as contained within the attached documents.</p> <p>Such dates are binding, and damages will apply to intermediate as well as end dates:</p> <p>Start on Site: Based on date stipulated on Notice to Proceed Punch listing : 10 days before completion All Works Complete : 30 calendar days</p> <p>III. Work Areas</p> <p>Contractor shall provide temporary work enclosures of the affected works and appropriate signage's.</p> <p>IV. Scope of Work – General</p> <p>The Scope of Work includes the furnishing of labor, materials, equipment, and tools including supervision necessary to complete all the works</p>	1 Lot		500,000.00

<p>stated herein. All Works are to be complete in accordance with the Contract and as directed by the AS-GSD and VFO representatives.</p> <p><i>As-Built / Shop Drawing / Interior Designs</i> The contractor shall provide as-found drawings (floor plans) showing the bare floor and wall layout. The contractor must provide proposed interior wall, floor and ceiling finishes to check conformity of the proposed material installation and to make the necessary adjustments on the drawings (if any). Additional design requirements shall be referred to the AS-GSD and VFO representatives.</p> <p><i>Clearing Works</i> The project site shall be cleared of debris, dirt and any dismantled materials. Unnecessary shall be hauled outside DOE premises while reusable items shall be returned to DOE.</p> <p><i>Ceiling Works</i> Construction of conventional ceiling with cove in a certain areas using 9mm thick gypsum board with 0.5mm x 19mm x 50mm double furring channel spaced every 600mm on center both ways with cornice and other necessary fasteners and accessories. The contractor must provide details and design which is proportional to the area or room with preferred electrical lightings and fixtures. The cove/tray/coffered ceiling design should consider, however, this shall not be lower than 3.0 meters.</p> <p><i>Floor Finishes</i> Scope of works shall include supply and installation of carpet tiles including the pattern of tiles shall be submitted to the AS-GSD or VFO representatives.</p> <p><i>Painting and Laminated Works</i> Scope of works shall include supply and application of paint including surface preparation for ceiling. Installations of laminated sheet for the wall finishes with rubber baseboard and cornice.</p> <p><i>Electrical Works</i> Electrical works shall comprise of the supply and installation of lighting, power outlet (duplex type), LAN and Telephone outlets, and cables/wires according to the Plan and shall be coordinated with the DOE representatives before tapping.</p> <p>The electrical works shall include the removal/dismantling of all unnecessary electrical fixtures and accessories, including wires, LAN and Telephone cables, conduits, lighting fixtures, switches, etc.</p> <p>Details/Major components for lighting and power outlets:</p> <ol style="list-style-type: none">1. The installation works shall be in compliance with the provisions of the latest edition of the Philippine Electrical Code			
---	--	--	--

	<p>2. The wiring to be used shall be 3.5mm sq THHN annealed copper, 98% or better conductivity, insulated, 600-volt class type, concealed on modular panel base plate. There shall be no open wiring, no exposed or dangling wires.</p> <p>3. All conduits to be used shall be RNC uPVC Electrical Conduit and shall be in conformance to PNS 14: 1983 Standard Specification for Unplasticized Polyvinyl Chloride (uPVC) – Electrical Conduit.</p> <p>4. Power outlet shall be Duplex type with ground.</p> <p>5. Lighting:</p> <ul style="list-style-type: none"> a. For LED downlight - Daylight, at least 800 lumens b. For T8 LED Tube - Daylight, at least 1100 lumens c. Housing for T8 LED Tube - Recessed Mount, Metal Sheet Housing, Mirrored Reflector d. Switches shall comprise of 1,2, and 3-Gang. <p>Details/Major components for LAN and Telephone:</p> <p>Telephone Cables shall be: Telephone Jacketed Wire 22/4, Flame retardant, 0.65 MM/4 Conductor, Exceeds ANSI/TIA 568-C-2, ISO/IEC 11801 Class E, Double Shield, High Velocity of Propagation</p> <p>LAN Cables shall be: UTP Cable CAT 6, 4 Twisted Pair Unshielded, AWG 24, Polyolefin (PO) Insulation, Suitable for Premise Horizontal Cable, Gigabit Ethernet, 155 ATM, 622 ATM, NTSC/PAL Component or Composite Video, AES/EBU, Digital Video, RS-422, 250MHz Category 6</p> <p>Conduits to be used shall be RNC uPVC Electrical Conduit and shall be in conformance to PNS 14: 1983 Standard Specification for Unplasticized Polyvinyl Chloride (uPVC) – Electrical Conduit.</p> <p>There shall be no open wiring/cabling, no exposed or dangling cables.</p> <p><i>Sample of materials to be used shall be submitted to the DOE or its representative for approval along with the manufacturer's description and technical specification documents. Submission shall be ahead of time to avoid delays. Non approval of materials by the DOE shall mean no delivery and no installation to be made.</i></p> <p>V. General Requirements</p> <ul style="list-style-type: none"> a. The Contractor shall undertake the Contract Works of the Project and must visit the site to arrive or submit a corresponding right and prompt Bill of Quantities. 			
--	---	--	--	--

	<p>b. The Refurbishment Period shall be done within a period of thirty (30) calendar days upon the receipt of Notice to Proceed.</p> <p>c. The Contractor shall handle, store and protect from damages, test, install and commission in accordance with the Contract Documents.</p> <p>d. The Contractor shall present (in PowerPoint format or equivalent) to DOE his Detailed Architectural Concept within 10 calendar days upon receipt of Notice to Proceed/Contract effectivity.</p> <p>VI. Terms of Payment</p> <p>a. DOE shall pay the Contractor after the completion of the contract, thirty (30) calendar days upon submission of complete documents, 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>VII. Warranty</p> <p>a. Shall be based on the provisions of RA 9184 and its revised Implementing Rules and Regulations.</p> <p>b. For a period as stated in the Contract, after the issuance of the Certificate of Final Acceptance of the works by DOE, the Contractor warrants the works against all defects by DOE in writing, within said period shall be repaired or replaced by the Contractor.</p> <p>c. The Contractor shall undertake at his own expense all repairs and/or replacements of materials, facilities and equipment or parts thereof which are found to be defective, inferior, and not in accordance with the agreement which are brought to the attention of the Contractor within thirty (30) days from discovery thereof and within one (1) year after final acceptance of the work by DOE.</p>			
<p>General Conditions:</p> <ol style="list-style-type: none"> 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. (If applicable) 3. The following documents shall be attached/included in the submission of proposal/quotation: <ol style="list-style-type: none"> a) Mayor's / Business Permit b) PhilGEPS Registration Number/Certificate c) 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. 				