



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

RFQ No.	RFQ-02-0101-2022-04-0128-0520-0053
Purchase Request No.:	02-0101-2022-04-0128

**REQUEST FOR QUOTATION**

Title of Procurement/End-user	: <b>PROCUREMENT OF SERVICES FOR THE GRFTL LABORATORY GLASSWARES</b>
Mode of Procurement	: <b>Small Value Procurement (AMP 53.9)</b>
Bidding Terms	: <b>Per Item</b>
Delivery Terms/Schedule	: <b>60 Days upon receipt of Job Order</b>
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.

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, 3<sup>rd</sup> 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](mailto:bacsecretariat@doe.gov.ph) not later than **24 May 2022, Tuesday at 5:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications			
Item No.	Description/ Specification:	Quantity	Total ABC
1.	<b>CALIBRATION OF BURET</b>  TERMS OF REFERENCE  I. TECHNICAL SPECIFICATIONS:  1. Calibration of: <ul style="list-style-type: none"><li>1 pc 25 ml</li><li>2 pcs 50 ml</li></ul> 2. Calibration at ambient conditions	3 pcs	4,500.00
2.	<b>CALIBRATION OF CALORIMETER 2L FLASK</b>  TERMS OF REFERENCE  I. TECHNICAL SPECIFICATIONS:  1. Calibration of 2-liter flasks 2. Calibration at ambient conditions	2 pcs	3,600.00
3.	<b>CALIBRATION OF TRANSFER PIPETTE</b>  TERMS OF REFERENCE  I. TECHNICAL SPECIFICATIONS:  1. Calibration of transfer pipettes: <ul style="list-style-type: none"><li>a. 2 pcs 5ml</li><li>b. 2 pcs 10ml</li></ul> 2. Calibration at ambient conditions	4 pcs	4,800.00
4.	<b>CALIBRATION OF VOLUMETRIC FLASKS</b>  TERMS OF REFERENCE  I. TECHNICAL SPECIFICATIONS:	12 pcs	14,400.00

	<ol style="list-style-type: none"> <li>Calibration of: <ul style="list-style-type: none"> <li>2 pcs 10ml</li> <li>4 pcs 25ml</li> <li>2 pcs 50ml</li> <li>2 pcs 100ml</li> <li>1 pc 1L</li> <li>1 pc 2L</li> </ul> </li> <li>Calibration at ambient conditions</li> </ol>		
5.	<b>CALIBRATION OF VOLUMETRIC PIPETTE</b>  TERMS OF REFERENCE  I. TECHNICAL SPECIFICATIONS: <ol style="list-style-type: none"> <li>Calibration of: <ul style="list-style-type: none"> <li>2 pcs 1ml</li> <li>4 pcs 2ml</li> <li>3 pcs 10ml</li> <li>1 pcs 25ml</li> </ul> </li> <li>Calibration at ambient conditions</li> </ol>	10 pcs	12,000.00
6.	<b>CALIBRATION OF WATER TRAP/RECEIVER</b>  TERMS OF REFERENCE  I. TECHNICAL SPECIFICATIONS: <ol style="list-style-type: none"> <li>Calibration of: <ul style="list-style-type: none"> <li>2pcs - 10 ml</li> <li>1pc - 15 ml</li> <li>1pc - 25 ml</li> </ul> </li> <li>Calibration at ambient conditions</li> </ol>	4 pcs	13,100.00
		<b>TOTAL</b>	<b>52,400.00</b>
7.	<b>TERMS AND CONDITIONS:</b>  <ol style="list-style-type: none"> <li>Calibration facility must be ISO 17025:2017 accredited by Philippine Accreditation Bureau (PAB).</li> <li>Bid must include service/item not specified in the technical specifications but necessary to undertake the equipment calibration.</li> <li>Uncertainty of measurement must be at least at 95 percent confidence level.</li> <li>Calibration standards traceable to certified reference materials must be used.</li> <li>Service/calibration report must be provided after performing calibration.</li> <li>Certificate of Calibration shall be provided in 5 working days after actual calibration is completed.</li> <li>Bid price should be inclusive of all costs/taxes, etc., attendant to the delivery of service.</li> <li>One hundred percent (100%) payment will be released only upon satisfactory completion of the calibration and issuance of certificate of acceptance.</li> <li>Delivery of Service: Job completion within sixty (60) days upon receipt of Job Order.</li> <li>The successful bidder shall conform to the service needed based on the TOR indicated herewith.</li> <li>The successful bidder shall provide the following additional requirements:</li> </ol>		

	<ul style="list-style-type: none"><li>• Philgeps registration</li><li>• Updated Mayor's Permit</li><li>• Omnibus Sworn Statement</li></ul>		
<p><b>General Conditions:</b></p> <ol style="list-style-type: none"><li>1. Quotation shall be valid for sixty (60) days from submission</li><li>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. <b>(If applicable)</b></li><li>3. The following documents shall be attached/included in the submission of proposal/quotation:<ol style="list-style-type: none"><li>a) Mayor's / Business Permit</li><li>b) PhilGEPS Registration Number/Certificate</li><li>c) Income /Business Tax Return</li><li>d) Omnibus sworn Statement (Annex C)</li></ol></li><li>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.</li><li>5. The Supplier shall clearly state the company name and account name for payment.</li><li>6. The price quoted is inclusive of all taxes and other charges.</li><li>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.</li></ol>			