



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

RFQ No.	RFQ-02-0101-2023-03-0143-0424-0070
Purchase Request No.:	02-0101-2023-03-0143

### REQUEST FOR QUOTATION

<b>Title of Procurement/End-user</b>	<b>: PREVENTIVE MAINTENANCE AND REPLACEMENT OF PARTS OF NON-EXCLUSIVE EQUIPMENT</b>
<b>Mode of Procurement</b>	<b>: Small Value Procurement (AMP 53.9)</b>
<b>Bidding Terms</b>	<b>: Per Item</b>
<b>Delivery Terms/Schedule</b>	<b>: Please see Delivery of Service per item</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 **28 April 2023, 4:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

<b>Terms of Reference/Specifications</b>			
	Description/ Specification:	Quantity	Total ABC
1.	<p>Preventive Maintenance Service of Laboratory Fumehood</p> <p>TERMS OF REFERENCE</p> <p>I. SCOPE OF WORK:</p> <ul style="list-style-type: none"><li>Physical check-up of the unit</li><li>Cleaning of the hood body, work surface, sash, baffles, etc.</li><li>Checking of electricals, replacement of bulbs</li><li>Checking of mechanical parts</li><li>Replace hinges and sash cable as required</li><li>Performance validation of fumehood<ul style="list-style-type: none"><li>face velocity test @ design sash height</li><li>airflow smoke pattern test</li><li>light intensity test</li><li>noise level test</li></ul></li><li>Testing and certification that conforms to OSHA and ASHRE standard</li></ul> <p>II. TERMS AND CONDITIONS:</p> <ol style="list-style-type: none"><li>The prices quoted should be firm and irrevocable and not subject to any change whatsoever.</li><li>Bid price must be in Philippine currency and must include all cost attendant to the repair/preventive maintenance/replacement and delivery of parts/materials to GRFTLD-DOE such as freight, brokerage, duties and taxes related to the payment of service.</li><li>The service contractor shall provide competent and professional service personnel with the right tools for the preventive maintenance and servicing of the equipment.</li><li>The service contractor must include in its submission a proof that they are the authorize provider for the sales, aftersales support, calibration and maintenance of said equipment.</li><li>The service contractor shall provide service reports which will contain the condition of the machine based on the manufacturer's specifications. Reference standard will be used</li></ol>	2 units	50,000.00

	<p>to check the equipment's performance. The equipment will be turned over to the end user after signing the acceptance report.</p> <ol style="list-style-type: none"> <li>6. Maintenance shall be carried out during the company's normal business hours, or at such other times as agreed upon between the service contractor and the end user.</li> <li>7. No amount shall be charged to the customer if the unit is not repaired due to unavailability of part/s.</li> <li>8. One hundred percent (100 %) of contract price will be released only upon satisfactory completion of preventive maintenance/repair and commissioning of the equipment and acceptance from the end-user.</li> <li>9. DOE shall not provide any accommodation/transportation for the engineers/ representatives for attending the preventive maintenance and servicing of the equipment.</li> <li>10. Delivery of Service: Job completion within thirty (30) days upon receipt of Job Order/Purchase Order.</li> <li>11. The successful bidder shall conform to the service needed based on the TOR indicated herewith.</li> </ol>		
2.	<p>Preventive Maintenance Service of Canopy Hood (PN:LE-EQ-17-1058/1059/1060/1061 )</p> <p>TERMS OF REFERENCE</p> <p>I. SCOPE OF WORK:</p> <ul style="list-style-type: none"> <li>• Cleaning of the hood</li> <li>• Checking and measuring of air velocity</li> </ul> <p>II. TERMS AND CONDITIONS:</p> <ol style="list-style-type: none"> <li>1. The prices quoted should be firm and irrevocable and not subject to any change whatsoever.</li> <li>2. Bid price must be in Philippine currency and must include all cost attendant to the repair/preventive maintenance/replacement and delivery of parts/materials to GRFTLD-DOE such as freight, brokerage, duties and taxes related to the payment of service.</li> <li>3. The service contractor shall provide competent and professional service personnel with the right tools for the preventive maintenance and servicing of the equipment.</li> <li>4. The service contractor must include in its submission a proof that they are the authorize provider for the sales, aftersales support, calibration and maintenance of said equipment.</li> <li>5. The service contractor shall provide service reports which will contain the condition of the machine based on the manufacturer's specifications. Reference standard will be used to check the equipment's performance. The equipment will be turned over to the end user after signing the acceptance report.</li> <li>6. Maintenance shall be carried out during the company's normal business hours, or at such other times as agreed upon between the service contractor and the end user.</li> <li>7. No amount shall be charged to the customer if the unit is not repaired due to unavailability of part/s.</li> <li>8. One hundred percent (100 %) of contract price will be released only upon satisfactory completion of preventive maintenance/repair and commissioning of the equipment and acceptance from the end-user.</li> <li>9. DOE shall not provide any accommodation/transportation for the engineers/ representatives for attending the preventive maintenance and servicing of the equipment.</li> <li>10. Delivery of Service: Job completion within thirty (30) days upon receipt of Job Order/Purchase Order.</li> <li>11. The successful bidder shall conform to the service needed based on the TOR indicated herewith.</li> </ol>	4 units	24,000.00
3.	<p>Preventive Maintenance Service of Retsch Sieve Shaker AS 200 Tap (SN:1219010823C)</p> <p>TERMS OF REFERENCE</p> <p>I. SCOPE OF WORK:</p>	1 unit	15,000.00

	<ul style="list-style-type: none"> <li>• Inspect the unit to determine obvious defects and cleanliness of the instrument, perform diagnostic tests to check proper equipment operation and make any required adjustment to bring unit to level of acceptable performance</li> <li>• Check the circuit board if replacement/repair is needed</li> <li>• Check the correct operating voltages</li> <li>• Ensure that the required tapping or rotating motion is attained</li> <li>• Inspect and clean the external and internal chassis. Give recommendations for smooth operation of the equipment</li> <li>• Conduct performance testing</li> </ul> <p>II. TERMS AND CONDITIONS:</p> <ol style="list-style-type: none"> <li>1. The prices quoted should be firm and irrevocable and not subject to any change whatsoever.</li> <li>2. Bid price must be in Philippine currency and must include all cost attendant to the repair/preventive maintenance/replacement and delivery of parts/materials to GRFTLD-DOE such as freight, brokerage, duties and taxes related to the payment of service.</li> <li>3. The service contractor shall provide competent and professional service personnel with the right tools for the preventive maintenance and servicing of the equipment.</li> <li>4. The service contractor must include in its submission a proof that they are the authorize provider for the sales, aftersales support, calibration and maintenance of said equipment.</li> <li>5. The service contractor shall provide service reports which will contain the condition of the machine based on the manufacturer's specifications. Reference standard will be used to check the equipment's performance. The equipment will be turned over to the end user after signing the acceptance report.</li> <li>6. Maintenance shall be carried out during the company's normal business hours, or at such other times as agreed upon between the service contractor and the end user.</li> <li>7. No amount shall be charged to the customer if the unit is not repaired due to unavailability of part/s.</li> <li>8. One hundred percent (100 %) of contract price will be released only upon satisfactory completion of preventive maintenance/repair and commissioning of the equipment and acceptance from the end-user.</li> <li>9. DOE shall not provide any accommodation/transportation for the engineers/ representatives for attending the preventive maintenance and servicing of the equipment.</li> <li>10. Delivery of Service: Job completion within thirty (30) days upon receipt of Job Order/Purchase Order.</li> <li>11. The successful bidder shall conform to the service needed based on the TOR indicated herewith.</li> </ol>		
4.	<p>Preventive Maintenance Service of Retsch Jaw Crusher BB100 (SN:12192207021)</p> <p>TERMS OF REFERENCE</p> <p>I. SCOPE OF WORK:</p> <ul style="list-style-type: none"> <li>• Inspect the unit to determine obvious defects and cleanliness of the instrument, perform diagnostic tests to check proper equipment operation and make any required adjustment to bring unit to level of acceptable performance</li> <li>• Check the circuit board if replacement/repair is needed and correct operating voltages</li> <li>• Ensure that the magnetic switch is operating</li> <li>• Conduct performance testing</li> </ul> <p>II. TERMS AND CONDITIONS:</p> <ol style="list-style-type: none"> <li>1. The prices quoted should be firm and irrevocable and not subject to any change whatsoever.</li> <li>2. Bid price must be in Philippine currency and must include all cost attendant to the repair/preventive maintenance/replacement and delivery of parts/materials to</li> </ol>	1 unit	15,000.00

	<p>GRFTLD-DOE such as freight, brokerage, duties and taxes related to the payment of service.</p> <ol style="list-style-type: none"> <li>3. The service contractor shall provide competent and professional service personnel with the right tools for the preventive maintenance and servicing of the equipment.</li> <li>4. The service contractor must include in its submission a proof that they are the authorize provider for the sales, aftersales support, calibration and maintenance of said equipment.</li> <li>5. The service contractor shall provide service reports which will contain the condition of the machine based on the manufacturer's specifications. Reference standard will be used to check the equipment's performance. The equipment will be turned over to the end user after signing the acceptance report.</li> <li>6. Maintenance shall be carried out during the company's normal business hours, or at such other times as agreed upon between the service contractor and the end user.</li> <li>7. No amount shall be charged to the customer if the unit is not repaired due to unavailability of part/s.</li> <li>8. One hundred percent (100 %) of contract price will be released only upon satisfactory completion of preventive maintenance/repair and commissioning of the equipment and acceptance from the end-user.</li> <li>9. DOE shall not provide any accommodation/transportation for the engineers/ representatives for attending the preventive maintenance and servicing of the equipment.</li> <li>10. Delivery of Service: Job completion within thirty (30) days upon receipt of Job Order/Purchase Order.</li> </ol> <p>The successful bidder shall conform to the service needed based on the TOR indicated herewith.</p>		
5.	<p>Preventive Maintenance Service And Replacement of Parts of Retsch Centrifugal Mill ZM 200 (SN:1219260706Q)</p> <p>TERMS OF REFERENCE</p> <p>I. SCOPE OF WORK:</p> <ul style="list-style-type: none"> <li>• Inspect the unit to determine obvious defects and cleanliness of the instrument, perform diagnostic tests to check proper equipment operation and make any required adjustment to bring unit to level of acceptable performance</li> <li>• Check the wiring, circuit board and speed sensor if replacement/repair is needed</li> <li>• Check the correct operating voltages</li> <li>• Conduct performance testing</li> </ul> <p>II. TERMS AND CONDITIONS:</p> <ol style="list-style-type: none"> <li>1. The prices quoted should be firm and irrevocable and not subject to any change whatsoever.</li> <li>2. Bid price must be in Philippine currency and must include all cost attendant to the repair/preventive maintenance/replacement and delivery of parts/materials to GRFTLD-DOE such as freight, brokerage, duties and taxes related to the payment of service.</li> <li>3. The service contractor shall provide competent and professional service personnel with the right tools for the preventive maintenance and servicing of the equipment.</li> <li>4. The service contractor must include in its submission a proof that they are the authorize provider for the sales, aftersales support, calibration and maintenance of said equipment.</li> <li>5. The service contractor shall provide service reports which will contain the condition of the machine based on the manufacturer's specifications. Reference standard will be used to check the equipment's performance. The equipment will be turned over to the end user after signing the acceptance report.</li> <li>6. Maintenance shall be carried out during the company's normal business hours, or at such other times as agreed upon between the service contractor and the end user.</li> <li>7. No amount shall be charged to the customer if the unit is not repaired due to unavailability of part/s.</li> <li>8. One hundred percent (100 %) of contract price will be released only upon satisfactory completion of preventive</li> </ol>	1 unit	88,000.00

	<p>maintenance/repair and commissioning of the equipment and acceptance from the end-user.</p> <p>9. DOE shall not provide any accommodation/transportation for the engineers/ representatives for attending the preventive maintenance and servicing of the equipment.</p> <p>10. Delivery of Service: Job completion within thirty (30) days upon receipt of Job Order/Purchase Order.</p> <p>11. The successful bidder shall conform to the service needed based on the TOR indicated herewith.</p>		
		<b>TOTAL</b>	<b>192,000.00</b>

**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. **(If applicable)**
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, 3<sup>rd</sup> 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 ABC
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				

**General Conditions:**

8. Quotation shall be valid for sixty (60) days from submission
9. 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)**
10. The following documents shall be attached/included in the submission of proposal/quotation:
  - e) Mayor's / Business Permit
  - f) PhilGEPS Registration Number
  - g) Income / Business Tax Return
  - h) Omnibus sworn Statement (Annex C)
11. 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.
12. The Supplier shall clearly state the company name and account name for payment.
13. The price quoted is inclusive of all taxes and other charges.

14. 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**

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**Company Name/Business name** that  
will be used in the Notice of Award and  
Purchase Order/Notice to Proceed

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**Tel. No. / Cellphone No./ email  
address**

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**Date**

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## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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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]*