

RFQ No.	RFQ-02-0101-2022-04-0098-0429-0046
Purchase Request No.:	02-0101-2022-04-0098

## **REQUEST FOR QUOTATION**

		: Procurement of Services for the Preventive Maintenance and Calibration of GRTL Laboratory Equipment	
Mode of Procurem	ent	: Small Value Procurement (AMP 53.9)	
Bidding Terms : Per Item		: Per Item	
Delivery Terms/Schedule		: Job completion within sixty (60) days upon receipt of Job Order/Purchase Order	
Delivery Location Payment Terms	: Payment sha delivery of a	of Energy Main Office, BGC Taguig City all be processed within thirty (30) days upon completion of Il items or services, submission of all required documents e 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: <u>bacsecretariat@doe.gov.ph</u> not later than **04 May 2022, Wednesday at 5:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

	Terms of Reference/Specifications					
ltem No.	Description/ Specification:	Quantity	Total ABC			
1.	Preventive Maintenance Service of Koehler Existent Gum Evaporation Bath SN: K33800100186 PN:LE-EQ-17-1049	1 unit	15,000.00			
	I. SCOPE OF WORK: • General cleaning • Check heating condition • Check temperature • Check controller • Performance testing					
	<ol> <li>II. TERMS AND CONDITIONS:</li> <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 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</li> </ol>					
	<ul><li>equipment's performance. The equipment will be turned over to the end user after signing the acceptance report.</li><li>5. 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></ul>					
	6. No amount shall be charged to the customer if the unit is not repaired due to unavailability of part/s.					
	7. 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.					

8. DCE shall not provide any accommodation/transportation for the engineers/ representatives for attending the preventive maintenances and servicing of the equipment.         9. Delivery of Service Job completion within skity (60) days upon receipt           9. Delivery of Service Job completion within skity (60) days upon receipt         9. The successful bidder shall contom to the service needed based on the TOR indicated herewith.           11. The successful bidder shall contom to the service needed based on the DR indicated Service & Calibration of Koehler Service/Control Service & Calibration Standards: ASTM Color 1 Saryboll Color +25         1 unit         153,400.00           11. TERMS AND CONDITIONS         1. The prices quoted should be firm and intervocable and not subject to service personnel with the right tools for the preventive maintenance and servicing of the equipment.         1 service contractor shall provide with a saryboll Color +0.5           12. TERMS AND CONDITIONS         1. The service contractor shall provide with a saryboll provide service.         1 service contractor shall provide with a saryboll provide service.           13. The service contractor shall provide with a saryboll provide service on the service provide shall conterexports.         1 service contractor shal				
Performance testing     Calibration Standards: ASTM Color -0.5 <u>ASTM Color 1</u> Saybolt Color +25     II. TERMS AND CONDITIONS:     The prices quoted should be firm and irrevocable and not subject to any change whatsoever.     Bid price must be in Philippine currency and must include all cost attendant to the repair/preventive maintenance/replacement and delivery of partis/materials to GRTLD-DOE such as Freight, brokerage, duies and taxes related to the payment of service.     The service contractor shall provide competent and professional service personnel with the right tools for the preventive maintenance and servicing of the equipment.     The service contractor shall provide service reports which will contain the condition of the matchine 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.     Maintenance shall be carried out during the company's normal business hours, or at such other times as agreed upon between the service contractor on the end user.     Ano amount shall be charged to the customer if the unit is not repaired due to unavailability of parts.     One hundred percent (100 %) of contract price will be released only upon satisfactory completion of preventive maintenance/repair and commissioning of the equipment.     De shall not provide any accommodation/transportation for the engineers/ representatives for attending the preventive maintenance and servicing of the equipment.     De builty of prices.     DoDE shall not prive shall conform to the service needed based on the TOR indicated herewith.     The successful bidder shall conform to the service needed based on the TOR indicated herewith.     Omnibus Swom Statement Officient Size20008074 PhiLE-E0-09-793     Sizeoper OF WORK: Check heating condition Check tearing	2.	<ul> <li>engineers/ representatives for attending the preventive maintenance and servicing of the equipment.</li> <li>9. Delivery of Service: Job completion within sixty (60) days upon receipt of Job Order/Purchase Order.</li> <li>10. The successful bidder shall conform to the service needed based on the TOR indicated herewith.</li> <li>11. The successful bidder shall provide the following additional requirements: <ul> <li>Philgeps Registration</li> <li>Updated Mayor's Permit</li> <li>Omnibus Sworn Statement</li> </ul> </li> <li>Preventive Maintenance Service &amp; Calibration of Koehler Spectrocolorimeter Automatic SN:103756</li> <li>PN:LE-EQ-17-1050</li> <li>I. SCOPE OF WORK: <ul> <li>General cleaning</li> <li>Check heating condition</li> <li>Check temperature</li> </ul> </li> </ul>	1 unit	153,400.00
Calibration Standards: ASTM Color -0.5 ASTM Color 1 Saybolt Color +25      II. TERMS AND CONDITIONS:     The prices quoted should be firm and irrevocable and not subject to any change whatsoever.     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, duites and taxes related to the payment of service.     The service contractor shall provide competent and professional service presonal with the right hools for the preventive maintenance and servicing of the equipment.     The service contractor shall provide sorvice reports which will contain the contractor shall provide sorvice reports which will contain the contractor shall provide sorvice reports which will contain the contractor shall provide sorvice report.     Statistics, or at such other times as agreed upon between the service contractor and the end user.     So 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.     No amount shall be charged to the customer if the unit is not repaired due to unavailability of party.     To Che hundred percent (100 %) of contract price will be released only upon satisfactory completion of preventive maintenance/repair and commissioning of the equipment.     Delivery of Service: Job completion within sixty (60) days upon receipt of Job Order/Purchase Order.     Delivery of Service: Job completion within sixty (60) days upon receipt of Job Order/Purchase Order.     Delivery of Service: Job completion within sixty (60) days upon receipt of Job Order/Purchase Order.     Delivery of Service: Job completion within sixty (60) days upon receipt of Dedivery of Service: Job completion within sixty (60) days upon receipt of heck temperature Deflower Service of Koeh				
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Updated Mayor's Permit     Omnibus Sworn Statement     Omnibus Sworn Statement     Omnibus Sworn Statement     I unit     15,000.00     SN: B302008074     PN:LE-EQ-09-793     I. SCOPE OF WORK:         General cleaning         Check heating condition         Check temperature         Check controller         Performance testing     II. TERMS AND CONDITIONS:     1. The prices quoted should be firm and irrevocable and not subject to		<ol> <li>II. TERMS AND CONDITIONS:</li> <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 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>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>No amount shall be charged to the customer if the unit is not repaired due to unavailability of part/s.</li> <li>One hundred percent (100 %) of contract price will be released only upon satisfactory completion of preventive maintenance/repair and commissioning of the equipment.</li> <li>DOE shall not provide any accommodation/transportation for the engineers/ representatives for attending the preventive maintenance and servicing of the equipment.</li> <li>Delivery of Service: Job completion within sixty (60) days upon receipt of Job Order/Purchase 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>		
3.       Preventive Maintenance Service of Koehler Centrifuge Machine       1 unit       15,000.00         SN: B302008074       PN:LE-EQ-09-793       1       1       15,000.00         I. SCOPE OF WORK:       •       General cleaning       •       Check heating condition       •       Check temperature       •       Check controller       •       Performance testing         II. TERMS AND CONDITIONS:       1.       The prices quoted should be firm and irrevocable and not subject to       •       •				
<ul> <li>General cleaning</li> <li>Check heating condition</li> <li>Check temperature</li> <li>Check controller</li> <li>Performance testing</li> </ul> II. TERMS AND CONDITIONS: <ol> <li>The prices quoted should be firm and irrevocable and not subject to</li> </ol>	3.	Preventive Maintenance Service of Koehler Centrifuge Machine SN: B302008074	1 unit	15,000.00
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	11. The successful bidder shall provide the following additional		
	requirements:		
	Philgeps Registration		
	Updated Mayor's Permit		
1	Omnibus Sworn Statement		
4.	Preventive Maintenance Service of Koehler K23798 Viscosity Bath	1 unit	15,000.00
ч.	SN: R12850018AC	1 dine	10,000.00
	PN:LE-EQ-17-1048		
	I. SCOPE OF WORK:		
	- Conorol elegating		
	General cleaning		
	Check heating condition		
	<ul><li>Check heating condition</li><li>Check temperature</li></ul>		
	<ul><li>Check heating condition</li><li>Check temperature</li><li>Check controller</li></ul>		
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5.	Preventive Maintenance Service of Koehler Copper Corrosion Bath	1 unit	15,000.00
	SN: K2535910009B PN:LE-EQ-17-1056		
	I. SCOPE OF WORK:		
	<ul><li>General cleaning</li><li>Check heating condition</li></ul>		
	Check temperature     Check controller		
	Performance testing		
	II. TERMS AND CONDITIONS:		
	1. The prices quoted should be firm and irrevocable and not subject to any change whatsoever.		
	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,		
	<ul><li>brokerage, duties and taxes related to the payment of service.</li><li>3. The service contractor shall provide competent and professional</li></ul>		
	service personnel with the right tools for the preventive maintenance and servicing of the equipment.		
	<ol> <li>The service contractor shall provide service reports which will contain the condition of the machine based on the manufacturer's</li> </ol>		
	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.		
	5. Maintenance shall be carried out during the company's normal business hours, or at such other times as agreed upon between the		
	<ul><li>service contractor and the end user.</li><li>No amount shall be charged to the customer if the unit is not repaired</li></ul>		
	due to unavailability of part/s.		
	<ol> <li>One hundred percent (100 %) of contract price will be released only upon satisfactory completion of preventive maintenance/repair and</li> </ol>		
	commissioning of the equipment and acceptance from the end-user. 8. DOE shall not provide any accommodation/transportation for the		
	engineers/ representatives for attending the preventive maintenance		
	<ul><li>and servicing of the equipment.</li><li>9. Delivery of Service: Job completion within sixty (60) days upon receipt</li></ul>		
	of Job Order/Purchase Order. 10. The successful bidder shall conform to the service needed based on		
	the TOR indicated herewith. 11. The successful bidder shall provide the following additional		
	requirements:		
	<ul><li>Philgeps Registration</li><li>Updated Mayor's Permit</li></ul>		
6.	Omnibus Sworn Statement Preventive Maintenance/ Repair Of 1 Unit ESCO Laboratory Fume Hood	1 unit	81,000.00
	The LABCONCO laboratory fume hood is used as exhaust ventilation		
	system in laboratory to prevent inhalation exposures to hazardous substances/chemicals.		
	Year Acquired: 2009 Acquisition Cost: Php 850,000.00		
	SCOPE OF WORK:		
	1. Physical check-up of the unit.		
	<ol> <li>Cleaning of the hood body, work surface, sash, baffles, etc.</li> <li>Checking of electricals, rewiring of the unit</li> </ol>		
	4. Checking of mechanical parts		
	<ol> <li>Electromechanical troubleshooting.</li> <li>Change of motor</li> </ol>		
	<ol> <li>Performance validation of fume hood:</li> <li>a. Face velocity test at design sash height</li> </ol>		
	b. Airflow smoke pattern test		
	<ul><li>c. Light intensity test</li><li>d. Noise level test</li></ul>		
	8. Testing and certification that conforms to OSHA and ASHRE standard.		
	TERMS AND CONDITIONS:		
	1. The bid price shall be firm and irrevocable and not subject to any change whatsoever, even due to increase in cost of raw material components and fluctuations in foreign exchange rates and excise		
	<ul><li>duties.</li><li>Bid price must be in Philippine currency and must include all costs</li></ul>		
	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 if applicable.		
	3. Service contractor must provide competent and professional service personnel and tools for the maintenance and servicing of the		
	<ul><li>equipment.</li><li>Service contractor shall provide service report/s which will contain the</li></ul>		
	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. 5. Maintenance/repair/installation shall be carried out during DOE's		
	normal business hours, or such other times as agreed upon between the service contractor and the end-user.		
	6. No amount shall be charged to the customer if the unit is not repaired due to unavailability of part/s.		
	7. One hundred percent (100%) of contract price will be released only		
	upon satisfactory acceptance of end-user completion of preventive maintenance/repair and commissioning of the equipment.		
	8. DOE shall not provide any accommodation/transportation for the engineers/representatives for the conduct of preventive maintenance		
	and servicing of the equipment. 9. Delivery of Service: Job completion within sixty days (120) upon		
	receipt of Job Order 10. The successful bidder shall conform to the service needed based on		
	the TOR indicated herewith.		
	<ol> <li>The successful bidder shall provide the following additional requirements:</li> </ol>		
	<ul> <li>Philgeps Registration</li> <li>Updated Mayor's Permit</li> </ul>		
	Omnibus Sworn Statement		
7.	Preventive Maintenance/ Repair Of 1 Unit Labconco Laboratory Fume Hood	1 unit	45,000.00
	The LABCONCO laboratory fume hood is used as exhaust ventilation		
	system in laboratory to prevent inhalation exposures to hazardous substances/chemicals.		
	Year Acquired: 2013		
	Acquisition Cost: Php 800,000.00		
	SCOPE OF WORK:		
	1. Physical check-up of the unit.		
	<ol> <li>Cleaning of the hood body, work surface, sash, baffles, etc.</li> <li>Electromechanical troubleshooting.</li> </ol>		
	<ol> <li>Performance validation of fume hood:</li> <li>a. Face velocity test at design sash height</li> </ol>		
	<ul> <li>b. Airflow smoke pattern test</li> <li>c. Light intensity test</li> </ul>		
	d. Noise level test		
	5. Testing and certification that conforms to OSHA and ASHRE standard.		
	TERMS AND CONDITIONS:		
	<ol> <li>The bid price shall be firm and irrevocable and not subject to any change whatsoever, even due to increase in cost of raw material components and fluctuations in foreign exchange rates and excise</li> </ol>		
	duties. 2. Bid price must be in Philippine currency and must include all costs		
	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 if		
	<ul><li>applicable.</li><li>3. Service contractor must provide competent and professional service</li></ul>		
	personnel and tools for the maintenance and servicing of the equipment.		
	4. Service contractor shall provide service report/s 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.		
	5. Maintenance/repair/installation shall be carried out during DOE's normal business hours, or such other times as agreed upon between		
	the service contractor and the end-user.		

3.		TOTAL ABC	339,400.0
	Omnibus Sworn Statement		
	<ul> <li>Updated Mayor's Permit</li> </ul>		
	<ul> <li>Philgeps Registration</li> </ul>		
	requirements:		
	11. The successful bidder shall provide the following additional		
	the TOR indicated herewith.		
	10. The successful bidder shall conform to the service needed based on		
	receipt of Job Order		
	and servicing of the equipment. 9. Delivery of Service: Job completion within sixty days (120) upon		
	engineers/representatives for the conduct of preventive maintenance		
	8. DOE shall not provide any accommodation/transportation for the		
	maintenance/repair and commissioning of the equipment.		
	upon satisfactory acceptance of end-user completion of preventive		
	7. One hundred percent (100%) of contract price will be released only		
	due to unavailability of part/s.		
	6. No amount shall be charged to the customer if the unit is not repaired		

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
- 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.