



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

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

REQUEST FOR QUOTATION

Title of Procurement/End-user	: Procurement of Services for the Preventive Maintenance and Calibration of GRTL Laboratory Equipment
Mode of Procurement	: Small Value Procurement (AMP 53.9)
Bidding Terms	: Per Item
Delivery Terms/Schedule	: Job completion within sixty (60) days upon receipt of Job Order/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.

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 **04 May 2022, Wednesday at 5:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications			
Item No.	Description/ Specification:	Quantity	Total ABC
1.	Preventive Maintenance Service of Koehler Existent Gum Evaporation Bath SN: K33800100186 PN:LE-EQ-17-1049 I. SCOPE OF WORK: <ul style="list-style-type: none">General cleaningCheck heating conditionCheck temperatureCheck controllerPerformance testing II. TERMS AND CONDITIONS: <ol style="list-style-type: none">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, duties 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 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.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 part/s.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.	1 unit	15,000.00

	<p>8. DOE shall not provide any accommodation/transportation for the engineers/ representatives for attending the preventive maintenance and servicing of the equipment.</p> <p>9. Delivery of Service: Job completion within sixty (60) days upon receipt of Job Order/Purchase Order.</p> <p>10. The successful bidder shall conform to the service needed based on the TOR indicated herewith.</p> <p>11. The successful bidder shall provide the following additional requirements:</p> <ul style="list-style-type: none"> • Philgeps Registration • Updated Mayor's Permit • Omnibus Sworn Statement 		
2.	<p>Preventive Maintenance Service & Calibration of Koehler Spectrocolorimeter Automatic SN:103756 PN:LE-EQ-17-1050</p> <p>I. SCOPE OF WORK:</p> <ul style="list-style-type: none"> • General cleaning • Check heating condition • Check temperature • Check controller • Performance testing • Calibration Standards: ASTM Color <0.5 ASTM Color 1 Saybolt Color +25 <p>II. TERMS AND CONDITIONS:</p> <ol style="list-style-type: none"> 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, brokerage, duties and taxes related to the payment of service. 3. The service contractor shall provide competent and professional service personnel with the right tools for the preventive maintenance and servicing of the equipment. 4. 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. 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. 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. DOE shall not provide any accommodation/transportation for the engineers/ representatives for attending the preventive maintenance and servicing of the equipment. 9. Delivery of Service: Job completion within sixty (60) days upon receipt 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 style="list-style-type: none"> • Philgeps Registration • Updated Mayor's Permit • Omnibus Sworn Statement 	1 unit	153,400.00
3.	<p>Preventive Maintenance Service of Koehler Centrifuge Machine SN: B302008074 PN:LE-EQ-09-793</p> <p>I. SCOPE OF WORK:</p> <ul style="list-style-type: none"> • General cleaning • Check heating condition • Check temperature • Check controller • Performance testing <p>II. TERMS AND CONDITIONS:</p> <ol style="list-style-type: none"> 1. The prices quoted should be firm and irrevocable and not subject to any change whatsoever. 	1 unit	15,000.00

	<p>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.</p> <p>3. The service contractor shall provide competent and professional service personnel with the right tools for the preventive maintenance and servicing of the equipment.</p> <p>4. 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.</p> <p>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.</p> <p>6. No amount shall be charged to the customer if the unit is not repaired due to unavailability of part/s.</p> <p>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.</p> <p>8. DOE shall not provide any accommodation/transportation for the engineers/ representatives for attending the preventive maintenance and servicing of the equipment.</p> <p>9. Delivery of Service: Job completion within sixty (60) days upon receipt of Job Order/Purchase Order.</p> <p>10. The successful bidder shall conform to the service needed based on the TOR indicated herewith.</p> <p>11. The successful bidder shall provide the following additional requirements:</p> <ul style="list-style-type: none">• Philgeps Registration• Updated Mayor's Permit• Omnibus Sworn Statement		
4.	<p>Preventive Maintenance Service of Koehler K23798 Viscosity Bath SN: R12850018AC PN:LE-EQ-17-1048</p> <p>I. SCOPE OF WORK:</p> <ul style="list-style-type: none">• General cleaning• Check heating condition• Check temperature• Check controller• Performance testing <p>II. TERMS AND CONDITIONS:</p> <p>1. The prices quoted should be firm and irrevocable and not subject to any change whatsoever.</p> <p>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.</p> <p>3. The service contractor shall provide competent and professional service personnel with the right tools for the preventive maintenance and servicing of the equipment.</p> <p>4. 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.</p> <p>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.</p> <p>6. No amount shall be charged to the customer if the unit is not repaired due to unavailability of part/s.</p> <p>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.</p> <p>8. DOE shall not provide any accommodation/transportation for the engineers/ representatives for attending the preventive maintenance and servicing of the equipment.</p> <p>9. Delivery of Service: Job completion within sixty (60) days upon receipt of Job Order/Purchase Order.</p> <p>10. The successful bidder shall conform to the service needed based on the TOR indicated herewith.</p> <p>11. The successful bidder shall provide the following additional requirements:</p> <ul style="list-style-type: none">• Philgeps Registration• Updated Mayor's Permit• Omnibus Sworn Statement	1 unit	15,000.00

5.	<p>Preventive Maintenance Service of Koehler Copper Corrosion Bath SN: K2535910009B PN:LE-EQ-17-1056</p> <p>I. SCOPE OF WORK:</p> <ul style="list-style-type: none">• General cleaning• Check heating condition• Check temperature• Check controller• Performance testing <p>II. TERMS AND CONDITIONS:</p> <ol style="list-style-type: none">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, brokerage, duties and taxes related to the payment of service.3. The service contractor shall provide competent and professional service personnel with the right tools for the preventive maintenance and servicing of the equipment.4. 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.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.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. DOE shall not provide any accommodation/transportation for the engineers/ representatives for attending the preventive maintenance and servicing of the equipment.9. Delivery of Service: Job completion within sixty (60) days upon receipt 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 style="list-style-type: none">• Philgeps Registration• Updated Mayor's Permit• Omnibus Sworn Statement	1 unit	15,000.00
6.	<p>Preventive Maintenance/ Repair Of 1 Unit ESCO Laboratory Fume Hood</p> <p>The LABCONCO laboratory fume hood is used as exhaust ventilation system in laboratory to prevent inhalation exposures to hazardous substances/chemicals.</p> <p>Year Acquired: 2009 Acquisition Cost: Php 850,000.00</p> <p>SCOPE OF WORK:</p> <ol style="list-style-type: none">1. Physical check-up of the unit.2. Cleaning of the hood body, work surface, sash, baffles, etc.3. Checking of electricals, rewiring of the unit4. Checking of mechanical parts5. Electromechanical troubleshooting.6. Change of motor7. Performance validation of fume hood:<ol style="list-style-type: none">a. Face velocity test at design sash heightb. Airflow smoke pattern testc. Light intensity testd. Noise level test8. Testing and certification that conforms to OSHA and ASHRE standard. <p>TERMS AND CONDITIONS:</p> <ol style="list-style-type: none">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 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,	1 unit	81,000.00

	<p>brokerage, duties and taxes related to the payment of service if applicable.</p> <ol style="list-style-type: none">3. Service contractor must provide competent and professional service 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.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 Order10. 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 style="list-style-type: none">• Philgeps Registration• Updated Mayor's Permit• Omnibus Sworn Statement		
7.	<p>Preventive Maintenance/ Repair Of 1 Unit Labconco Laboratory Fume Hood</p> <p>The LABCONCO laboratory fume hood is used as exhaust ventilation system in laboratory to prevent inhalation exposures to hazardous substances/chemicals.</p> <p>Year Acquired: 2013 Acquisition Cost: Php 800,000.00</p> <p>SCOPE OF WORK:</p> <ol style="list-style-type: none">1. Physical check-up of the unit.2. Cleaning of the hood body, work surface, sash, baffles, etc.3. Electromechanical troubleshooting.4. Performance validation of fume hood:<ol style="list-style-type: none">a. Face velocity test at design sash heightb. Airflow smoke pattern testc. Light intensity testd. Noise level test5. Testing and certification that conforms to OSHA and ASHRE standard. <p>TERMS AND CONDITIONS:</p> <ol style="list-style-type: none">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 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 applicable.3. Service contractor must provide competent and professional service 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.	1 unit	45,000.00

	<div>6. No amount shall be charged to the customer if the unit is not repaired due to unavailability of part/s.</div> <div>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.</div> <div>8. DOE shall not provide any accommodation/transportation for the engineers/representatives for the conduct of preventive maintenance and servicing of the equipment.</div> <div>9. Delivery of Service: Job completion within sixty days (120) upon receipt of Job Order</div> <div>10. The successful bidder shall conform to the service needed based on the TOR indicated herewith.</div> <div>11. The successful bidder shall provide the following additional requirements:<div><div>• Philgeps Registration</div><div>• Updated Mayor's Permit</div><div>• Omnibus Sworn Statement</div></div></div>		
8.		TOTAL ABC	339,400.00
<div>General Conditions:</div> <div>1. Quotation shall be valid for sixty (60) days from submission</div> <div>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)</div> <div>3. The following documents shall be attached/included in the submission of proposal/quotation:<div><div>a) Mayor's / Business Permit</div><div>b) PhilGEPS Registration Number/Certificate</div><div>c) Income /Business Tax Return</div><div>d) Omnibus sworn Statement (Annex C)</div></div></div> <div>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.</div> <div>5. The Supplier shall clearly state the company name and account name for payment.</div> <div>6. The price quoted is inclusive of all taxes and other charges.</div> <div>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.</div>			