



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

RFQ No.	RFQ-02-0101-2022-05-0155-0609-0075
Purchase Request No.:	02-0101-2022-05-0155

**REQUEST FOR QUOTATION**

<b>Title of Procurement/End-user</b>	<b>: SUPPLY OF TOOLS, MATERIALS AND EQUIPMENT FOR THE REPAIR / OVERHAULING OF TRANSMISSION ASSEMBLY AND REPLACEMENT OF CLUTCH OF ISUZU CROSSWIND SKE 146</b>
<b>Mode of Procurement</b>	<b>: SMALL VALUE PROCUREMENT (AMP 53.9)</b>
<b>Bidding Terms</b>	<b>: Per Lot</b>
<b>Delivery Terms/Schedule</b>	<b>: 30 days upon receipt of Purchase 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 **13 June 2022, Monday at 5:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

<b>Terms of Reference/Specifications</b>				
<b>Item No.</b>	<b>Description/ Specification:</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total ABC</b>
	Supply of Tools, Materials and Equipment (STME) for the Repair/overhauling of transmission assembly and replacement of clutch component of <b>Isuzu Crosswind</b> with plate number <b>SKE 146</b>			<b>80,000.00</b>
	<b>Work details:</b> <ul style="list-style-type: none"><li>Repair/overhauling of manual transmission and replacement of clutch component parts:<ul style="list-style-type: none"><li>1 lot repair/overhauling of transmission assembly</li><li>1 pc Pressure plate</li><li>1 pc. Clutch disc</li><li>1 pc. Release bearing</li><li>1 pc. Clutch master assembly</li><li>1 pc. Clutch slave assembly</li><li>5 ltr. Gear oil</li><li>1 lot Miscellaneous</li></ul></li></ul>			
	<b>Terms and Conditions:</b> <ul style="list-style-type: none"><li>Quotation shall be valid for sixty (60) days from submission</li><li>Delivery period and completion of the works is within 30 days from receipt of Purchase Order (PO).</li><li>Payment is within 30 days upon receipt and acceptance of delivery thru LDDAP-ADDA.</li><li>The following documents shall be attached/included in the submission of proposal/quotation:<ul style="list-style-type: none"><li>a) Mayor's / Business Permit</li><li>b) PhilGEPS Registration Number/Certificate</li></ul></li></ul>			

	<ul style="list-style-type: none"><li>• The price quoted is inclusive of all taxes and other charges.</li><li>• Warranty of 6 months from workmanship and parts from factory defects</li><li>• 5% of the contract price will be retained as warranty for the execution of returned works for the period of 60 days</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>				