



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

Solicitation No.	RFQ-02-0101-2022-02-0020-0311-0022
Purchase Request No.:	02-0101-2022-02-0020

REQUEST FOR QUOTATION

Title of Procurement/End-user	: Supply of Tools, Materials and Equipment for the repair and maintenance of Honda CRV with plate No. SGK 357
Mode of Procurement	: Small Value Procurement (53.9)
Bidding Terms	: 1 Lot
Delivery Terms/Schedule	: Delivery period and completion of the works is within 25 days from 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.

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 **14 March 2022, Monday at 5:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications				
Item No.	Description/ Specification:	Quantity	Unit Price	Total ABC
1.	Supply of Tools, Materials and Equipment for the repair and maintenance of Honda CRV with plate No. SGK 357			90,000.00
2.	Repair/ Overhauling of Automatic Transmission <ul style="list-style-type: none">• 1 Lot Labor• 1 set Master overhauling Kit• 1 lot Valve body reprogram• 1 set Pump resurface• 1 set Rebuilt front planetary• 1 set Rebuilt rear planetary• 1 pc. Filter Transmission• 1 set Torque converter• 10 Liters ATF			
3.	1 pc. Air Filter			
4.	1 Lot Flushing of Radiator			
5.	Others <ul style="list-style-type: none">• All necessary materials, supplies and consumables necessary to complete the work			
6.	Terms and Conditions <ul style="list-style-type: none">• Bids are inclusive of taxes• Warranty of 6 months on the items from factory defects.			

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
 - 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.