

**DEPARTMENT OF ENERGY**

(Kagawaran ng Enerhiya)

Energy Center, Rizal Drive Bonifacio

Global City, Taguig City, Philippines 1632

RFQ No.	RFQ-01-0101-2024-05-0249-0625-0088
Purchase Request No.:	01-0101-2024-05-0249

REQUEST FOR QUOTATION

Title of Procurement/End-user	: PROCUREMENT OF MATERIALS FOR THE PREVENTIVE MAINTENANCE FOR CIVIL WORKS
Approved Budget of the Contract	: Php996,018.00
Mode of Procurement	: Small Value Procurement (AMP 53.9)
Bidding Terms	: Per Item
Delivery Terms/Schedule	: 30 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.

SUBMISSION OF PROPOSALS/ QUOTATION and RELATED DOCUMENTS SHOULD BE COLLATED AND SUBMITTED IN A ONE (1) PDF FILE FORMAT

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 **28 June 2024, 4:00PM**. **LATE SUBMISSION WILL NOT BE ACCEPTED.**

Terms of Reference/Specifications				
	Description/ Specification:	Quantity	Unit Price	Total ABC
1.	Polyester Body Filler with Hardiner (polituff)	10 qrt	300.00	3,000.00
2.	All Purpose Structural Adhesive, 1 liter, (Epoxy A&B)	6 liter	800.00	4,800.00
3.	Gypsum Board 12mm x 4' x 8'	30 pc	600.00	18,000.00
4.	Gypsum Putty, 28 kg/pail	10 pail	1,500.00	15,000.00
5.	Rubber Baseboard 10cm x 1.5mm, 5m/roll	30 roll	575.00	17,250.00
6.	Rubber Stair Nosing, 4inch x 3cm x 8ft	30 pc	600.00	18,000.00
7.	Cross Tee, Main Tee 24mm, 12ft/pc	150 pc	160.00	24,000.00
8.	Cross Tee, 24mm, 1.20m/pc	100 pc	120.00	12,000.00
9.	Wall Angle Coated 25mmx25mm, 0.5mm thk, 2.4m/pc	200 pc	120.00	24,000.00
10.	Metal Track 2" x 3"x0.5mm thick	80 pc	125.00	10,000.00
11.	Metal Stud 2" x 3"x0.5mm thick	300 pc	130.00	39,000.00
12.	Angle Bar 2" x 2" x 20' x 3/16"	27 pc	1,294.00	34,938.00
13.	Frosted window glass sticker, 45cm x 0.08mm,	10 roll	200.00	

	200cm/roll			2,000.00
14.	Vinyl tiles adhesive	20 gal	800.00	16,000.00
15.	Flat Latex Paint, 16 liters/pail, white	19 pail	2,600.00	49,400.00
16.	Semigloss Latex Paint, 16liters/pail,white	19 pail	3,000.00	57,000.00
17.	Metal Primer, Red Oxide,	5 gal	500.00	2,500.00
18.	Acrycolor, Lamp Black	5 liter	150.00	750.00
19.	Tinting Color, Rawsiena	5 1/4lit	130.00	650.00
20.	Tinting Color, Hansa Yellow	5 1/4lit	175.00	875.00
21.	Tinting Color, Thalo Blue	5 1/4lit	150.00	750.00
22.	Tinting Color, Thalo Green	5 1/4lit	150.00	750.00
23.	Tinting Color, Venetian Red	5 1/4lit	155.00	775.00
24.	Tinting Color, Bulletin Red	5 1/4lit	140.00	700.00
25.	Tinting Color, Lamp Black	5 1/4lit	120.00	600.00
26.	Quick Dry Enamel(QDE) paint, 16liters/pail, white	1 pail	3,650.00	3,650.00
27.	Quick Dry Enamel(QDE) paint, Black	5 gal	1,100.00	5,500.00
28.	Quick Dry Enamel(QDE) paint, Traffic Paint Yellow	5 gal	1,100.00	5,500.00
29.	Quick Dry Enamel(QDE) paint, Royal Blue	5 gal	950.00	4,750.00
30.	Quick Dry Enamel(QDE) paint, Lemon Yellow	5 gal	1,150.00	5,750.00
31.	Sand Paper Grit 100, 45.7meters/roll	2 roll	8,000.00	16,000.00
32.	Sand Paper Grit 1000, 9 inch x 11 inch	50 pc	45.00	2,250.00
33.	Paint Brush 1"	10 pc	30.00	300.00
34.	Paint Brush 2"	10 pc	40.00	400.00
35.	Paint Brush 3"	10 pc	70.00	700.00
36.	Paint Brush 4"	10 pc	100.00	1,000.00
37.	Paleta without handle, 6"	10 pair	40.00	400.00
38.	Paint scrapper with handle, 6"	10 pc	130.00	1,300.00
39.	Paint Roller Brush 7", cotton, with handle	10 pc	80.00	800.00
40.	Baby Roller Brush 4", cotton, with handle	10 pc	50.00	500.00
41.	Caution Tape 3inch, 300m/roll,	3 roll	400.00	1,200.00
42.	Steel Brush Copper Wire Brush Wood Handle, 27cm length x 4cm width x 1.60cm thick	10 pc	40.00	400.00
43.	Tie wire #16, 20kilos/roll	2 roll	1,600.00	3,200.00
44.	Silicon Sealant, Clear, 300ml/tube	20 tube	200.00	4,000.00

45.	Paint Thinner, 4liters/gal	10 gal	560.00	5,600.00
46.	Lacquer Thinner, 4liters/gal	10 gal	610.00	6,100.00
47.	All purpose Contact Cement (Rugby)	10 gal	970.00	9,700.00
48.	Portland Cement, 40kg/bag	10 bag	350.00	3,500.00
49.	Patching Compound, 20kl/bag	2 bag	450.00	900.00
50.	Hacksaw Blade, 18T	40 pc	50.00	2,000.00
51.	Grinding Disc 4", 10pc/box	4 box	1,500.00	6,000.00
52.	Cutting Disc 4", 25pc/box	4 box	2,300.00	9,200.00
53.	Sanding disc 4", grit 80, 10pc/box	4 box	1,500.00	6,000.00
54.	Metal Drill Bit 1/4", 10pc/tube	5 tube	1,200.00	6,000.00
55.	Metal Drill Bit 1/8", 10pc/tube	5 tube	620.00	3,100.00
56.	Metal Drill Bit 3/16", 10pc/tube	5 tube	800.00	4,000.00
57.	Masonry Drill bit 3/16", 10pc/tube	5 tube	600.00	3,000.00
58.	Masonry Drill bit 1/4", 10pc/tube	5 tube	700.00	3,500.00
59.	Masonry Drill bit 5/16,	4 pc	100.00	400.00
60.	Blind Rivet 1/8" x 1/2", 500pc/box	6 box	350.00	2,100.00
61.	Blind Rivet 1/8" x 1", 500pc/box	6 box	350.00	2,100.00
62.	Blackscrew 2", 500pcs/box, pointed	20 box	300.00	6,000.00
63.	Blackscrew 1 1/2", 500pcs/box, pointed	20 box	280.00	5,600.00
64.	Concrete Nail 1"	18 kilo	100.00	1,800.00
65.	Concrete Nail 3"	18 kilo	100.00	1,800.00
66.	Concrete Nail 4"	18 kilo	100.00	1,800.00
67.	Common Wire Nail (CWN) 2"	20 kilo	80.00	1,600.00
68.	Common Wire Nail (CWN) 3"	20 kilo	80.00	1,600.00
69.	Welding Rod 1/8, 20kl/box	2 box	3,100.00	6,200.00
70.	Entrance Door Lockset, Heavy Duty	90 pc	700.00	63,000.00
71.	Brass Padlock with stainless steel shackle, 3 keys, heavy duty, shackle diam. 11mm, long beam 70mm	10 set	500.00	5,000.00
72.	Wood Glue	5 gal	850.00	4,250.00
73.	Toilet Tank Fittings for toilet flush, lever type (universal)	20 set	1,000.00	20,000.00
74.	Sensor Lavatory Faucet, AC/DC	8 unit	7,000.00	56,000.00
75.	Sensor Urinal Flushvalve, AC/DC, HCG	6 unit	8,280.00	49,680.00
76.	Ceramic Bathroom Lavatory Wall Hung Basin,	5 unit	4,000.00	

	335cm x 290cm x 110cm			20,000.00
77.	Toilet Bowl Tank Rubber Flapper (universal)	50 pc	150.00	7,500.00
78.	Teflon Tape 1/2", 520 inch/roll	50 pc	15.00	750.00
79.	PVC Faucet with hose bibb 1/2"	30 pc	200.00	6,000.00
80.	Lavatory Faucet Goose Neck Single	20 pc	780.00	15,600.00
81.	Lavatory P-Trap 1 1/2", stainless	30 pc	600.00	18,000.00
82.	Lavatory P-Trap 1 1/4", stainless	30 pc	480.00	14,400.00
83.	Alloy Clothes Hook	150 pc	80.00	12,000.00
84.	Flexible hose 1/2x1/2 x 12", stainless, heavy duty	60 pc	150.00	9,000.00
85.	Stainless Toilet Bidet Sprayer with 1.5m stainless hose	40 pc	650.00	26,000.00
86.	Angle Valve two way 1/2"x1/2"x1/2"(3/8"), stainless, heavy duty	30 pc	350.00	10,500.00
87.	Water Meter Submeter 1"	5 unit	2,000.00	10,000.00
88.	Water Meter Submeter 3/4"	8 unit	1,100.00	8,800.00
89.	PVC Elbow 1/2"	20 pc	20.00	400.00
90.	PVC Elbow 1"	20 pc	30.00	600.00
91.	GI Pipe 2" schedule 40	18 pc	2,500.00	45,000.00
92.	G.I Union Patente 2"	10 pc	500.00	5,000.00
93.	PVC Pipe Cement, 100cc/can	10 can	100.00	1,000.00
94.	Termiticide Anti-anay, Brown and colourless	6 liter	800.00	4,800.00
95.	GI Pipe 1/2" schedule 40	10 pc	600.00	6,000.00
96.	GI Pipe 1" schedule 40	10 pc	1,200.00	12,000.00
97.	GI Elbow 1/2"	20 pc	50.00	1,000.00
98.	GI Elbow 1"	20 pc	80.00	1,600.00
99.	GI Union Patente 1/2"	8 pc	125.00	1,000.00
100.	GI Union Patente 1"	8 pc	150.00	1,200.00
101.	Melamine Moulded door, 2100x800x40mm (Door only)	10 pc	5,000.00	50,000.00
			TOTAL	996,018.00

Other Terms and Conditions:

1. The supplier must submit photos, brochures and/or sample of the items subject to review and approval by the End-user.
2. The price quoted must be firm and irrevocable for three (3) months and not subject to any change whatsoever even due to change of cost of raw material components and fluctuations in foreign exchange rates and excise duties.

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, 3rd 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 Bid
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

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
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 - 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.

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

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

Tel. No. / Cellphone No./ email address

Date

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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]