



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

RFQ No.	RFQ-02-0101-2024-11-0529-1201-0159
Purchase Request No.:	02-0101-2024-11-0529

REQUEST FOR QUOTATION

Title of Procurement/End-user	: WATERPROOFING AND REPAIR OF CRACKS AT LFO (LUZON FIELD OFFICE) BUILDING
Approved Budget for the Contract	: Php 950,000.00
Mode of Procurement	: Small Value Procurement (AMP 53.9)
Bidding Terms	: Per Lot
Delivery Terms/Schedule	: 60 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

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 **05 December 2024, 4:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications				
	Description/ Specification:	Quantity	Unit Price	Total ABC
1	<p>I. Introduction</p> <p>The project pertains to the re-application of waterproofing of the firewall and back portion of DOE-Luzon Field Office Building at Brgy. Carmay East, Rosales, Pangasinan. The Administrative Services-General Services Division (AS-GSD) together with LFO representatives shall supervise the work and management of the project, its deliverables and other issues and concern arising from this Project.</p> <p>II. Approved Budget of the Contract</p> <p>The Approved Budget of the Contract (ABC) is Nine Hundred Fifty Thousand Pesos Only (P950,000.00)</p> <p>III. Scope of Work – General</p> <p>The Scope of Work includes furnishing of labor, materials, equipment, and tools including supervision necessary to complete all the works stated herein. All Works are to be completed in accordance with the Contract.</p> <p>Safety</p> <p>a. Safety shall cover the installation of safety signages and barricades, dissemination of information on the proper use of safety</p>	1lot	950,000.00	950,000.00

personal protective equipment, such as hard hats and safety belt. It also includes strict reinforcement of safety rules.

Clearing Works

- b. The project site shall be cleared of debris, dirt and any dismantled materials. Unnecessary materials shall be hauled outside DOE premises while reusable items shall be returned to DOE.

Scaffolding Works

- c. Scaffolding/gondola shall include the installation, relocation and dismantling of scaffolding/gondola as may be needed in the waterproofing works.

Surface Preparations

- d. Remove and dispose existing concrete topping as well as old waterproofing materials.
- e. Clean/prepare/steel trowel horizontal and vertical concrete surfaces until said surfaces are smoothly finished, fully cured, dry clean and free of rubbish, loose or foreign materials.
- f. De-clogging and repair of all defective storm drain pipes, including leak test. Remove existing strainers.
- g. When there is reasonable doubt as to the presence of moisture in the surface to be applied with membrane, expose the same direct to sunlight for another 2 days or heat all suspected area using blow torch.

Concrete Repair (Approx. 180 L.M for actual verifications)

- h. Repair/seal cracks on concrete, cold joint, construction and expansion joint.
 - i. For thin hairline cracks: cracks (0.25mm or under) shall not be opened or cut but the cracks shall be cleaned, filled and sealed with epoxy grout by using stiff brush, trowel or putty knife.
 - ii. For large cracks and voids: cracks shall be routed out along its entire length (to a depth not less than 6.35 mm and a width of 9.5 mm) and cleaned groove by vacuuming or blowing off all dust and loose particles and primed with pure epoxy-resin binder adhesive to ensure a weld bond after which the epoxy mortar shall be applied with a trowel or putty knife flush with the adjoining surface.
 - iii. In case of deep cracks and cleavage: where the size of the opening permit, the cracks shall be filled with epoxy grout by pumping epoxy resin mix under pressure into cracks, allowed to hardened, then the surface coated with epoxy mortar.

- i. DOE will certify if areas are free from any structural defect and therefore ready for waterproofing installation

Waterproofing of Firewall including the rear area of Building

- j. Contractor may propose and adopt other types and methodology as long as they fulfill the obligations in the contract which is to fully waterproof the entire areas subject to be waterproofed so that leaks and seepages are prevented.

- k. Install waterproofing material as indicated and in accordance with the respective manufacturer's application/installation instructions and recommendations or in accordance with Department of Public Works and Highways Department Order No. 110, Series of 2017, DPWH Standard Specification for Item 1016 - Waterproofing.

Note: If crystalline waterproofing will be applied, the concrete surface to be treated must be clean and free of laitance, dirt, film, paint, coatings or other foreign matter and rout out cracks, faulty construction joints and other structural defects to a depth of 1.5 inches (37 mm) and a width of one inch (25 mm).

Note: If preformed or built-up bituminous membrane method will be applied, it should be smooth and free from irregularities which may destroy the integrity of the membrane with 2-inch minimum overlaps on all sheet joints. Bond all overlaps using appropriate bonding material. Membrane should conform to the number of ply size and shape of the surface area covered. Seal membrane edges with appropriate sealing materials.

Note: If liquid membrane waterproofing will be applied, it should be sound and cured without the use of curing compound. It should not be applied unless the ambient temperature is 4.44 Centigrade or higher and should not proceed during inclement weather conditions.

Recapping, re-tightening and re-application Works

- l. The contractor should install a GI sheet as a cap over the concrete gutters and parapet, extending at least 50 cm on both sides.
- m. The J-bolts on the roof should be re-tightened, and sealant should be applied to each J-bolt to prevent leaks. If necessary, replace at least four sheets of rib-type roofing.
- n. Re-application of sealant on all window glass.

Repainting Works

- o. All areas that experienced water leaks must be repainted to restore them to their original condition.

The contractor shall provide temporary work enclosures of affected areas and provide appropriate signages. The DOE shall provide the utilities needed (water and electricity).

	<p>IV. General Requirements</p> <ol style="list-style-type: none"> 1. The bidder shall undertake site visit to determine the corresponding Bill of Quantities. Corresponding certification will be issued by GSD/LFO and should be included in the submission of bid/quotation. 2. The Project shall be done within thirty (60) calendar days upon the receipt of Notice to Proceed. 3. The Contractor shall handle, store and protect the materials from damages, test and install in accordance with the Contract Documents. 4. The Contractor shall present (in PowerPoint format or equivalent) to DOE the Detailed Concept before proceeding with the works. <p>V. Terms of Payment</p> <ol style="list-style-type: none"> 5. DOE shall pay the Contractor, Thirty (30) calendar days upon submission of complete documents and End-Users acceptance subject to the usual Government Auditing and Accounting Procedures. Payment is through List of Due and Demandable Accounts Payable - Advice to Debit Account (LDDAP-ADA) <p>VI. Warranty</p> <ol style="list-style-type: none"> 6. Warranty of 1 year for the works and materials from poor workmanship and factory defect. 7. All defects shall be repaired or replaced by the Contractor at no cost to DOE thirty (30) days from discovery thereof and within three (3) months after final acceptance of the work by DOE. 8. With 10% Retention money as warranty. 			
			TOTAL	950,000.00
<p>General Conditions:</p> <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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
 - b) PhilGEPS Registration Number
 - 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 and address 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]