



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

RFQ No.	RFQ-01-0101-2024-04-0192-0614-0074
Purchase Request No.:	01-0101-2024-04-0192

### REQUEST FOR QUOTATION

<b>Title of Procurement/End-user</b>	<b>: ELECTRICAL AND MECHANICAL MATERIALS FOR ENGINEERING MAINTENANCE AND REPAIR ACTIVITIES</b>
<b>Mode of Procurement</b>	<b>: Small Value Procurement (AMP 53.9)</b>
<b>Bidding Terms</b>	<b>: Per Item</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.

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

<b>Terms of Reference/Specifications</b>					
	<b>Description/ Specification:</b>	<b>Quantity</b>		<b>Unit Price</b>	<b>Total ABC</b>
1.	TF Wire, #18 AWG, Copper, Stranded, 150m/box	5	bxs	1,665.50	8,327.50
2.	THHN Wire, 2.0mm <sup>2</sup> (#14 AWG), Copper, Stranded, 150m/box	10	bxs	3,155.65	31,556.50
3.	THHN Wire, 3.5mm <sup>2</sup> (#12 AWG), Copper, Stranded, 150m/box	10	bxs	4,628.25	46,282.50
4.	THHN Wire, 5.5mm <sup>2</sup> (#10 AWG), Copper, Stranded, 150m/box	5	bxs	7,076.40	35,382.00
5.	UTP Cable, Cat6, 4 pairs, data LAN cable, 305m/box	5	rls	10,250.00	51,250.00
6.	Telephone cable, #22/4C	10	rls	2,040.00	20,400.00
7.	Telephone line cord 4wires (3 mtrs length)	50	pcs	42.00	2,100.00
8.	Telephone handset cord (spiral) assorted color	50	pcs	55.00	2,750.00
9.	Convenience outlet, Two gang, with grounding slot, wide series	50	set	357.55	17,877.50
10.	Switch, Three gang, wide series	20	set	292.95	5,859.00
11.	Switch, Two gang, wide series	20	set	213.20	4,264.00
12.	Switch, One gang, wide series	20	set	133.45	2,669.00
13.	LED T5 tube lighting with fixture, 20watts, warm white 4ft length	50	set	675.00	33,750.00
14.	LED T8 x 4ft tube light, daylight	200	pcs	375.00	75,000.00

15.	LED bulb 12w daylight	150	pcs	206.25	30,937.50
16.	LED panel light square slim 60cm x 60cm 40W daylight	40	pcs	2,887.50	115,500.00
17.	LED panel light square slim 30cm x 30cm 20W daylight	30	pcs	1,062.50	31,875.00
18.	LED panel light round slim 8ø" cm 12w daylight	50	pcs	687.50	34,375.00
19.	Metal halide HID light bulb MH/U 250watts	25	pcs	918.70	22,967.50
20.	Refrigerant R410a, 11.3kg/cyl.	3	cyl	7,768.75	23,306.25
21.	Refrigerant R32, 9.5kg/cyl.	3	cyl	5,937.50	17,812.50
22.	Refrigerant R22, 13.6kg/cyl.	3	cyl	8,160.00	24,480.00
23.	Copper tube 3/8"x 0.028" x 15mtrs	3	rls	3,125.00	9,375.00
24.	Copper tube 3/4" X 0.028" x 15mtrs	3	rls	5,625.00	16,875.00
25.	Copper tube 1/8" X 0.022" x 15mtrs	3	rls	690.65	2,071.95
26.	Copper tube 5/8" X 0.028" x 15mtrs	3	rls	4,375.00	13,125.00
27.	Copper tube 1/4" X 0.028" x 15mtrs	3	rls	1,875.00	5,625.00
28.	Copper tube 1/2" X 0.028" x 15mtrs	3	rls	3,750.00	11,250.00
29.	Copper tube 5/16" X 0.028" x 15mtrs	3	rls	2,500.00	7,500.00
30.	Copper elbow 3/8", short radius	50	pcs	50.00	2,500.00
31.	Copper elbow 3/4", short radius	50	pcs	81.25	4,062.50
32.	Polyethylene tape 4" X 40 yards	10	pcs	187.50	1,875.00
33.	Rubber insulation for copper tube 3/8"	20	pcs	81.25	1,625.00
34.	Rubber insulation for copper tube 3/4"	20	pcs	125.00	2,500.00
35.	MAPP gas	5	pcs	437.50	2,187.50
36.	Circuit breaker 100 amp, 3 pole, plug-in type	3	pcs	3,753.85	11,261.55
37.	Circuit breaker 100 amp, 3 pole, bolt-on type	3	pcs	4,575.75	13,727.25
38.	Circuit breaker 70 amp, 2 pole, bolt-on type	3	pcs	2,638.25	7,914.75
39.	Circuit breaker 70 amp, 3 pole, bolt-on type	3	pcs	4,113.25	12,339.75
40.	Circuit breaker 30 amp, 2 pole, bolt-on type	5	pcs	1,425.75	7,128.75
41.	Circuit breaker 20 amp, 2 pole, bolt-on type	10	pcs	1,425.75	14,257.50
42.	Circuit breaker 30 amp, 2 pole, plug-in type	5	pcs	1,266.35	6,331.75
43.	Circuit breaker 20 amp, 2 pole, plug-in type	10	pcs	1,266.35	12,663.50
44.	Mica tube, 1/2"	2	mtr	25.00	50.00
45.	Electrical tape	100	pcs	40.00	4,000.00
46.	PVC wire duct Half moon floor cable trunking 70mm x 15mm x 6ft	30	pcs	1,200.00	36,000.00
47.	PVC slotted wire duct 1" X 1-3/4" X 2m (25mm X 24mm X 2m)	30	pcs	387.50	11,625.00

48.	Utility box, Plastic, 2x4"	100	pcs	23.00	2,300.00
49.	Junction box, Plastic 4x4"	100	pcs	31.25	3,125.00
50.	Plastic moulding 1" x 8ft.	100	lngt	93.75	9,375.00
51.	Plastic moulding 3/4" x 8ft.	100	lngt	56.25	5,625.00
52.	Exhaust fan 8", 20 cm	5	pcs	979.50	4,897.50
53.	Exhaust fan 10", 25 cm	5	pcs	1,157.60	5,788.00
54.	Exhaust fan 12", 30 cm	5	pcs	1,335.70	6,678.50
55.	Duct fan, ceiling type, ventilating fan, 6", 40 watts, 25cm X 25cm	20	pcs	2,312.50	46,250.00
				<b>TOTAL</b>	<b>940,632.50</b>

**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.
3. The bid shall be in a per item basis.
4. Bid Price must be in Philippine Peso and must be inclusive of taxes, duties and other incidental expenses.
5. Payment will be processed in thirty (3) calendar days after submission of complete documents and issuance of Certificate of Acceptance from End-User. Payment will be processed in thirty (30) calendar days after submission of complete documents, and issuance of Certificate of Acceptance from End-User. Payment is through List of Due and Demandable Accounts Payable – Advice to Debit Account (LDDAP-ADA)

**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, 3<sup>rd</sup> 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**

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

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**Tel. No. / Cellphone No./ email address**

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**Date**

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## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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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]*