



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

RFQ No.	RFQ-02-101-2022-07-0232-0819-0127
Purchase Request No.:	02-101-2022-07-0232

### REQUEST FOR QUOTATION

<b>Title of Procurement/End-user</b>	<b>: Procurement of Services for Refurbishment of LFO Pantry's and Comfort Rooms</b>
<b>Mode of Procurement</b>	<b>: Services Small Value Procurement</b>
<b>Bidding Terms</b>	<b>: Per Lot</b>
<b>Delivery Terms/Schedule</b>	<b>: Within 30 days upon receipt of Notice to Proceed</b>
Delivery Location	: DOE-Luzon Field Office Building, Brgy. Carmay East, Rosales, Pangasinan
Payment Terms	: 100% of Contract Price 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 **25 August 2022 5:00 PM** . LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications				
Item No.		Quantity	Unit Price (Php)	Total ABC (Php)
1.	Procurement of Services for Refurbishment of LFO Pantry's and Comfort Rooms	1 Lot	570,000.00	570,000.00
<b>TERMS OF REFERENCE</b>				
<b>I. Introduction</b>				
The Works includes the refurbishment of countertops and lavatories at DOE-Luzon Field Office Building, Brgy. Carmay East, Rosales, Pangasinan. The Administrative Services-General Services Division (AS-GSD) together with LFO representatives shall perform the work management of the project, its deliverables and other issues arising from this Contract.				
<b>II. Work Areas</b>				
Contractor shall provide temporary work enclosures of affected areas and provide appropriate signages.				
<b>III. Scope of Work – General</b>				
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.				
<b>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.				

**Male and Female Comfort Rooms (Ground and 2<sup>nd</sup> Floor)**

- a. Application/installation of four (4) units resin finish countertop with minimum dimension of 2.50m length x 0.56m width. Each countertop has three lavatory sink with gooseneck faucets are necessary appurtenances for water and sanitary piping and mirror that has equal length of countertop with a minimum height of 80 cm.
- b. Female Comfort Rooms (Receiving area)
- c. Application/installation of one (1) units resin finish countertop with minimum dimension of 1.34m length x 0.56m width. Countertop with lavatory sink, gooseneck faucets including the necessary appurtenances for water and sanitary piping also the mirror that has equal length of countertop with a minimum height of 80 cm.

**Pantries (Ground and 2<sup>nd</sup> Floor)**

- a. Application/installation of two (2) units of resin finish countertop after the concreting the countertop with stainless steel sink with gooseneck faucet including the appurtenances for water and sanitary piping.

**Admin and Finance Counter (2<sup>nd</sup> Floor)**

- a. Installations of granite countertop with bullnose edging including the installation fixed glass window, using 1/4" tempered glass with 1 3/4" x 4" tubular on powder coated aluminum frame and glass counter holes complete with accessories.

**V. General Requirements**

- 1. The bidder shall undertake site visit to determine the corresponding Bill of Quantities and other materials, works and costs. This is a fixed cost contract; additional cost is not allowed.
- 2. The Refurbishment Period shall be done within thirty (30) 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.

**VI. Terms of Payment**

DOE shall process the payment after the completion of all deliverables, submission of complete documents and issuance end-users' acceptance certificate 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)

**VII. Warranty**

- 1. Warranty of 3 months for the works and materials from poor workmanship and factory defect reckoned from the date of acceptance
- 2. All defects shall be repaired or replaced by the Contractor at no cost to DOE. Required reworks should be done within thirty (30) days from discovery thereof.
- 3. With 5% Retention money as warranty.

**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.

## Annex A - Department of Energy Suppliers Quotation Submission Form

Solicitation No. \_\_\_\_\_  
 RFQ 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 RFQ 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/Notice to Proceed  
 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 ABC
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

**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:
  - e) Mayor's / Business Permit
  - f) PhilGEPS Registration Number
  - g) Income / Business Tax Return
  - h) 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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