



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

|                       |                                    |
|-----------------------|------------------------------------|
| RFQ No.               | RFQ-02-0101-2022-04-0104-0601-0066 |
| Purchase Request No.: | 02-0101-2022-04-0104               |

### REQUEST FOR QUOTATION

|                                      |   |
|--------------------------------------|---|
| <b>Title of Procurement/End-user</b> | <b>: PREVENTIVE MAINTENANCE SERVICES FOR DOE-MFO SERVICE VEHICLE FORD RANGER WITH PLATE NUMBER SAB 7069</b>   |
| <b>Mode of Procurement</b>           | <b>: Small Value Procurement (AMP 53.9)</b>   |
| <b>Bidding Terms</b>                 | <b>: Per Lot</b>  |
| <b>Delivery Terms/Schedule</b>       | <b>: 30 days upon receipt of Purchase Order</b>   |
| Delivery Location                    | : Department of Energy Mindanao Field Office, Davao 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, 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 **06 June 2022, Monday at 5:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

| Terms of Reference/Specifications |  |                  |          |      |              |   |        |              |   |       |               |   |       |                      |   |       |                       |   |        |                    |   |        |                    |   |        |           |   |        |  |  |  |                      |   |         |                       |   |         |                        |   |         |                                |   |         |  |
|-----------------------------------|--|------------------|----------|------|--------------|---|--------|--------------|---|-------|---------------|---|-------|----------------------|---|-------|-----------------------|---|--------|--------------------|---|--------|--------------------|---|--------|-----------|---|--------|--|--|--|----------------------|---|---------|-----------------------|---|---------|------------------------|---|---------|--------------------------------|---|---------|--|
| Item No.                          | Description/ Specification:  | Total ABC        |          |      |              |   |        |              |   |       |               |   |       |                      |   |       |                       |   |        |                    |   |        |                    |   |        |           |   |        |  |  |  |                      |   |         |                       |   |         |                        |   |         |                                |   |         |  |
|                                   | <p><b>SCOPE OF WORKS</b></p> <p>a. The Supplier agrees to provide DOE-MFO with vehicle maintenance and repair services with corresponding supply of labor, tools, necessary preventive maintenance servicing materials and spare parts for the following services of the Ford Ranger vehicle with plate number SAB 7069 <b>for period from May to December 2022</b> (NO ESCALATION OF PRICE FOR THE PERIOD COVERED):</p> <ol style="list-style-type: none"> <li>1. Change of Engine Oil;</li> <li>2. Change of Differential Oil;</li> <li>3. Change of Transmission Oil;</li> </ol>  | <b>60,000.00</b> |          |      |              |   |        |              |   |       |               |   |       |                      |   |       |                       |   |        |                    |   |        |                    |   |        |           |   |        |  |  |  |                      |   |         |                       |   |         |                        |   |         |                                |   |         |  |
|                                   | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">DESCRIPTION</th> <th style="width: 20%;">QUANTITY</th> <th style="width: 20%;">UNIT</th> </tr> </thead> <tbody> <tr> <td>- Engine Oil</td> <td style="text-align: center;">8</td> <td>Quarts</td> </tr> <tr> <td>- Oil Filter</td> <td style="text-align: center;">1</td> <td>Piece</td> </tr> <tr> <td>- Fuel Filter</td> <td style="text-align: center;">1</td> <td>Piece</td> </tr> <tr> <td>- Air Filter/Cleaner</td> <td style="text-align: center;">1</td> <td>Piece</td> </tr> <tr> <td>- Engine Flushing Oil</td> <td style="text-align: center;">1</td> <td>Gallon</td> </tr> <tr> <td>- Transmission Oil</td> <td style="text-align: center;">4</td> <td>Quarts</td> </tr> <tr> <td>- Differential Oil</td> <td style="text-align: center;">1</td> <td>Gallon</td> </tr> <tr> <td>- Coolant</td> <td style="text-align: center;">8</td> <td>Quarts</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>1. Change Engine Oil</td> <td style="text-align: center;">1</td> <td>Service</td> </tr> <tr> <td>2. Replace Oil Filter</td> <td style="text-align: center;">1</td> <td>Service</td> </tr> <tr> <td>3. Replace Fuel Filter</td> <td style="text-align: center;">1</td> <td>Service</td> </tr> <tr> <td>4. Replace Air Filter/ Cleaner</td> <td style="text-align: center;">1</td> <td>Service</td> </tr> </tbody> </table> | DESCRIPTION      | QUANTITY | UNIT | - Engine Oil | 8 | Quarts | - Oil Filter | 1 | Piece | - Fuel Filter | 1 | Piece | - Air Filter/Cleaner | 1 | Piece | - Engine Flushing Oil | 1 | Gallon | - Transmission Oil | 4 | Quarts | - Differential Oil | 1 | Gallon | - Coolant | 8 | Quarts |  |  |  | 1. Change Engine Oil | 1 | Service | 2. Replace Oil Filter | 1 | Service | 3. Replace Fuel Filter | 1 | Service | 4. Replace Air Filter/ Cleaner | 1 | Service |  |
| DESCRIPTION                       | QUANTITY   | UNIT             |          |      |              |   |        |              |   |       |               |   |       |                      |   |       |                       |   |        |                    |   |        |                    |   |        |           |   |        |  |  |  |                      |   |         |                       |   |         |                        |   |         |                                |   |         |  |
| - Engine Oil                      | 8  | Quarts           |          |      |              |   |        |              |   |       |               |   |       |                      |   |       |                       |   |        |                    |   |        |                    |   |        |           |   |        |  |  |  |                      |   |         |                       |   |         |                        |   |         |                                |   |         |  |
| - Oil Filter                      | 1  | Piece            |          |      |              |   |        |              |   |       |               |   |       |                      |   |       |                       |   |        |                    |   |        |                    |   |        |           |   |        |  |  |  |                      |   |         |                       |   |         |                        |   |         |                                |   |         |  |
| - Fuel Filter                     | 1  | Piece            |          |      |              |   |        |              |   |       |               |   |       |                      |   |       |                       |   |        |                    |   |        |                    |   |        |           |   |        |  |  |  |                      |   |         |                       |   |         |                        |   |         |                                |   |         |  |
| - Air Filter/Cleaner              | 1  | Piece            |          |      |              |   |        |              |   |       |               |   |       |                      |   |       |                       |   |        |                    |   |        |                    |   |        |           |   |        |  |  |  |                      |   |         |                       |   |         |                        |   |         |                                |   |         |  |
| - Engine Flushing Oil             | 1  | Gallon           |          |      |              |   |        |              |   |       |               |   |       |                      |   |       |                       |   |        |                    |   |        |                    |   |        |           |   |        |  |  |  |                      |   |         |                       |   |         |                        |   |         |                                |   |         |  |
| - Transmission Oil                | 4  | Quarts           |          |      |              |   |        |              |   |       |               |   |       |                      |   |       |                       |   |        |                    |   |        |                    |   |        |           |   |        |  |  |  |                      |   |         |                       |   |         |                        |   |         |                                |   |         |  |
| - Differential Oil                | 1  | Gallon           |          |      |              |   |        |              |   |       |               |   |       |                      |   |       |                       |   |        |                    |   |        |                    |   |        |           |   |        |  |  |  |                      |   |         |                       |   |         |                        |   |         |                                |   |         |  |
| - Coolant                         | 8  | Quarts           |          |      |              |   |        |              |   |       |               |   |       |                      |   |       |                       |   |        |                    |   |        |                    |   |        |           |   |        |  |  |  |                      |   |         |                       |   |         |                        |   |         |                                |   |         |  |
|                                   |  |                  |          |      |              |   |        |              |   |       |               |   |       |                      |   |       |                       |   |        |                    |   |        |                    |   |        |           |   |        |  |  |  |                      |   |         |                       |   |         |                        |   |         |                                |   |         |  |
| 1. Change Engine Oil              | 1  | Service          |          |      |              |   |        |              |   |       |               |   |       |                      |   |       |                       |   |        |                    |   |        |                    |   |        |           |   |        |  |  |  |                      |   |         |                       |   |         |                        |   |         |                                |   |         |  |
| 2. Replace Oil Filter             | 1  | Service          |          |      |              |   |        |              |   |       |               |   |       |                      |   |       |                       |   |        |                    |   |        |                    |   |        |           |   |        |  |  |  |                      |   |         |                       |   |         |                        |   |         |                                |   |         |  |
| 3. Replace Fuel Filter            | 1  | Service          |          |      |              |   |        |              |   |       |               |   |       |                      |   |       |                       |   |        |                    |   |        |                    |   |        |           |   |        |  |  |  |                      |   |         |                       |   |         |                        |   |         |                                |   |         |  |
| 4. Replace Air Filter/ Cleaner    | 1  | Service          |          |      |              |   |        |              |   |       |               |   |       |                      |   |       |                       |   |        |                    |   |        |                    |   |        |           |   |        |  |  |  |                      |   |         |                       |   |         |                        |   |         |                                |   |         |  |

|  |  |                                     |   |  |
|--|--|-------------------------------------|---|--|
|  | <p>5. Drain and replace Transmission Oil</p> <p>6. Drain and replace Differential Oil</p> <p>7. Drain and replace Transfer Case Oil</p> <p>8. Drain and replace Engine Coolant</p>   | <p>1</p> <p>1</p> <p>1</p> <p>1</p> | <p>Service</p> <p>Service</p> <p>Service</p> <p>Service</p> |  |
|  | <p>a. The Supplier shall conduct general check-up for any worn out parts including under chassis components and provide an ideal recommendation that will ensure the safety worthiness of the vehicle;</p> <p>b. DOE-MFO may allow to choose from the given list of services the service vehicle/s require/s during a given situation/condition. Thus, the latter will only pay for the corresponding requested services.</p> <p>c. Defective items/ back jobs found within 15 calendar days shall be replaced/facilitated by supplier at no cost within 7 calendar days upon notification.</p> <p>d. The Supplier shall supply in labor, tools, necessary maintenance servicing materials and spare parts for the repair and/or replacement of worn out and defective parts and render other relative services to the DOE-MFO vehicles provided above upon the presentation by the <b>CLIENT</b> of the <b>Purchase Order (PO)</b> duly signed and approved by the <b>CLIENT</b>;</p> <p>e. The Supplier shall issue a transaction slip/receipt/invoice in labor, tools and spare parts for the repair and/or replacement of worn out and defective parts of DOE-MFO vehicle or other related services are given to the CLIENT;</p> <p>f. The Supplier price of each labor, tools and spare parts for the repair and/or replacement of worn out and defective parts of DOE-MFO vehicle requested will be inclusive of any kind of taxes, fees, charges and other legal exactions;</p> |                                     |   |  |
|  | <p><b>REQUIREMENTS</b></p> <p>g. Qualified and capable workshop company to provide vehicle maintenance and repair services;</p> <p>h. Minimum of 3 years of vehicle workshop existence;</p> <p>i. Should provide updated Mayors Permit and PhilGEPS Registration;</p>  |                                     |   |  |
|  | <p><b>MODE OF PAYMENT</b></p> <p>j. Payment Terms will be 15 days upon receipt of the SOA.</p>   |                                     |   |  |
| <p><b>General Conditions:</b></p> <ol style="list-style-type: none"> <li>1. Quotation shall be valid for sixty (60) days from submission</li> <li>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. <b>(If applicable)</b></li> <li>3. The following documents shall be attached/included in the submission of proposal/quotation: <ol style="list-style-type: none"> <li>a) Mayor's / Business Permit</li> <li>b) PhilGEPS Registration Number/Certificate</li> <li>c) Income /Business Tax Return</li> <li>d) Omnibus sworn Statement (Annex C)</li> </ol> </li> <li>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.</li> <li>5. The Supplier shall clearly state the company name and account name for payment.</li> <li>6. The price quoted is inclusive of all taxes and other charges.</li> <li>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.</li> </ol> |  |                                     |   |  |