



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

RFQ No.	RFQ-02-0101-2022-06-0174-0707-0090
Purchase Request No.:	02-0101-2022-06-0174

REQUEST FOR QUOTATION

Title of Procurement/End-user	: SERVICES FOR THE PREVENTIVE MAINTENANCE/ REPAIR OF GRFTL LABORATORY EQUIPMENT
Mode of Procurement	: Small Value Procurement (AMP53.9)
Bidding Terms	: Per Item
Delivery Terms/Schedule	: As stated in the Terms of Reference per item
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.

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 **12 July 2022, Tuesday at 5:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications			
Item No.	Description/ Specification:	Quantity	Total ABC
1.	Preventive Maintenance of Herzog HVP-972 SN:79720036 / PN:LE-EQ-07-0773 TERMS OF REFERENCE I. SCOPE OF WORK: <ul style="list-style-type: none">• Checking of unit for damage/s• Cleaning of main unit• Checking of Rmin & Rmax• Calibrate pressure sensor• Calibration of zero point• Validate temperature reading• Check motor operation• Checking of inlet/outlet valves• Checking of keypad & LCD• Testing & Evaluation II. TERMS AND CONDITIONS: <ol style="list-style-type: none">1. The prices quoted should be firm and irrevocable and not subject to any change whatsoever.2. Bid price must be in Philippine currency and must include all cost attendant to the repair/preventive maintenance/replacement and delivery of parts/materials to GRFTLD-DOE such as freight, brokerage, duties and taxes related to the payment of service.3. The service contractor shall provide competent and professional service personnel with the right tools for the preventive maintenance and servicing of the equipment.4. The service contractor must include in its submission a proof that they are the authorize provider for the sales,	1 unit	20,000.00

	<p>aftersales support, calibration and maintenance of said equipment.</p> <ol style="list-style-type: none"> 5. The service contractor shall provide service reports which will contain the condition of the machine based on the manufacturer's specifications. Reference standard will be used to check the equipment's performance. The equipment will be turned over to the end user after signing the acceptance report. 6. Maintenance shall be carried out during the company's normal business hours, or at such other times as agreed upon between the service contractor and the end user. 7. No amount shall be charged to the customer if the unit is not repaired due to unavailability of part/s. 8. One hundred percent (100 %) of contract price will be released only upon satisfactory completion of preventive maintenance/repair and commissioning of the equipment and acceptance from the end-user. 9. DOE shall not provide any accommodation/transportation for the engineers/representatives for attending the preventive maintenance and servicing of the equipment. 10. Delivery of Service: Job completion within sixty (60) days upon receipt of Job Order/Purchase Order. 11. The successful bidder shall conform to the service needed based on the TOR indicated herewith. 12. The successful bidder shall provide the following additional requirements: <ul style="list-style-type: none"> • Philgeps Registration • Updated Mayor's Permit • Omnibus Sworn Statement • Authorization Letter from the Manufacturer 		
2.	<p>Preventive Maintenance of Alcor MCRT-160 Micro Carbon Residue SN:09E-1617 / PN:LE-EQ-09-805</p> <p>TERMS OF REFERENCE</p> <p>I. SCOPE OF WORK:</p> <ul style="list-style-type: none"> • Checking of the instrument & accessories • Checking of damages • Checking of exhaust system for blockage • Cleaning of internal piping of exhaust • Checking & cleaning of glass trap jar • Checking & cleaning of glass trap o-ring • Checking & cleaning of control terminal block • Checking & cleaning of lid cover seal • Checking & adjustment of seal position & sitting • Checking of Nitrogen gas tubing for leakage or damages • Checking ventilator & cooling fan • Checking of relay operation for voltage leakage • Checking of relay input voltage • Checking of 24 volts power supply output • Checking of heater voltage • Adjustment of nitrogen supply pressure • Overall machine functional testing <p>II. TERMS AND CONDITIONS:</p> <ol style="list-style-type: none"> 1. The prices quoted should be firm and irrevocable and not subject to any change whatsoever. 2. Bid price must be in Philippine currency and must include all cost attendant to the repair/preventive maintenance/replacement and delivery of 	1 unit	20,000.00

	<p>parts/materials to GRFTLD-DOE such as freight, brokerage, duties and taxes related to the payment of service.</p> <ol style="list-style-type: none"> 3. The service contractor shall provide competent and professional service personnel with the right tools for the preventive maintenance and servicing of the equipment. 4. The service contractor must include in its submission a proof that they are the authorize provider for the sales, aftersales support, calibration and maintenance of said equipment. 5. The service contractor shall provide service reports which will contain the condition of the machine based on the manufacturer's specifications. Reference standard will be used to check the equipment's performance. The equipment will be turned over to the end user after signing the acceptance report. 6. Maintenance shall be carried out during the company's normal business hours, or at such other times as agreed upon between the service contractor and the end user. 7. No amount shall be charged to the customer if the unit is not repaired due to unavailability of part/s. 8. One hundred percent (100 %) of contract price will be released only upon satisfactory completion of preventive maintenance/repair and commissioning of the equipment and acceptance from the end-user. 9. DOE shall not provide any accommodation/transportation for the engineers/representatives for attending the preventive maintenance and servicing of the equipment. 10. Delivery of Service: Job completion within sixty (60) days upon receipt of Job Order/Purchase Order. 11. The successful bidder shall conform to the service needed based on the TOR indicated herewith. 12. The successful bidder shall provide the following additional requirements: <ul style="list-style-type: none"> • Philgeps Registration • Updated Mayor's Permit • Omnibus Sworn Statement • Authorization Letter from the Manufacturer 		
3.	<p>Preventive Maintenance & Calibration of PAC Optidist SN:1372 / 8391 PN:LE-EQ-09-798 /18-1063A</p> <p>TERMS OF REFERENCE</p> <p>I. SCOPE OF WORK:</p> <ul style="list-style-type: none"> • Check-up of unit's overall performance • Checking air pressure • Testing vapor probe circuit • Testing volume measurement • Testing heater temperature • Testing optimizer • Checking condenser cooling fan • Checking condenser cooling • Checking ML follower • Checking oven heater • Checking boiling flask support mechanism • Testing instruments temperature circuit/vapor probe simulation • Run toluene and hexadecane • Overall machine functional testing • Calibration using CRM ASTM D86 	2 units	72,000.00

	<p>II. TERMS AND CONDITIONS:</p> <ol style="list-style-type: none"> 1. The prices quoted should be firm and irrevocable and not subject to any change whatsoever. 2. Bid price must be in Philippine currency and must include all cost attendant to the repair/preventive maintenance/replacement and delivery of parts/materials to GRFTLD-DOE such as freight, brokerage, duties and taxes related to the payment of service. 3. The service contractor shall provide competent and professional service personnel with the right tools for the preventive maintenance and servicing of the equipment. 4. The service contractor must include in its submission a proof that they are the authorize provider for the sales, aftersales support, calibration and maintenance of said equipment. 5. The service contractor shall provide service reports which will contain the condition of the machine based on the manufacturer's specifications. Reference standard will be used to check the equipment's performance. The equipment will be turned over to the end user after signing the acceptance report. 6. Maintenance shall be carried out during the company's normal business hours, or at such other times as agreed upon between the service contractor and the end user. 7. No amount shall be charged to the customer if the unit is not repaired due to unavailability of part/s. 8. One hundred percent (100 %) of contract price will be released only upon satisfactory completion of preventive maintenance/repair and commissioning of the equipment and acceptance from the end-user. 9. DOE shall not provide any accommodation/transportation for the engineers/representatives for attending the preventive maintenance and servicing of the equipment. 10. Delivery of Service: Job completion within sixty (60) days upon receipt of Job Order/Purchase Order. 11. The successful bidder shall conform to the service needed based on the TOR indicated herewith. 12. The successful bidder shall provide the following additional requirements: <ul style="list-style-type: none"> • Philgeps Registration • Updated Mayor's Permit • Omnibus Sworn Statement • Authorization Letter from the Manufacturer 		
4.	<p>Preventive Maintenance & Replacement of Parts of Herzog MP-329 SN:983291386 / PN:TE-HE-98-1042</p> <p>TERMS OF REFERENCE</p> <p>I. SCOPE OF WORK:</p> <ul style="list-style-type: none"> • Check (reset or adjust if necessary) the following: • Performance of: <ul style="list-style-type: none"> - Ignition - Stirring mechanism - Buzzer - Cooling system - Heating system - PT-100 - Thermocouple • Air pressure (barometric) • Parameter setting • Printer port (Test print) 	1 unit	68,000.00

	<ul style="list-style-type: none"> • Cleaning of parts & components on which performance are impaired by dirt/uncleanliness <ul style="list-style-type: none"> - PT-100 - Thermocouple - Ignition • Overall machine functional testing • Replacement of Part/s: Probe, temperature, sample, max 400°C; PN:636069 <p>II. TERMS AND CONDITIONS:</p> <ol style="list-style-type: none"> 1. The prices quoted should be firm and irrevocable and not subject to any change whatsoever. 2. Bid price must be in Philippine currency and must include all cost attendant to the repair/preventive maintenance/replacement and delivery of parts/materials to GRFTLD-DOE such as freight, brokerage, duties and taxes related to the payment of service. 3. The service contractor shall provide competent and professional service personnel with the right tools for the preventive maintenance and servicing of the equipment. 4. The service contractor must include in its submission a proof that they are the authorize provider for the sales, aftersales support, calibration and maintenance of said equipment. 5. The service contractor shall provide service reports which will contain the condition of the machine based on the manufacturer's specifications. Reference standard will be used to check the equipment's performance. The equipment will be turned over to the end user after signing the acceptance report. 6. Maintenance shall be carried out during the company's normal business hours, or at such other times as agreed upon between the service contractor and the end user. 7. No amount shall be charged to the customer if the unit is not repaired due to unavailability of part/s. 8. One hundred percent (100 %) of contract price will be released only upon satisfactory completion of preventive maintenance/repair and commissioning of the equipment and acceptance from the end-user. 9. DOE shall not provide any accommodation/transportation for the engineers/representatives for attending the preventive maintenance and servicing of the equipment. 10. Delivery of Service: Job completion within sixty (60) days upon receipt of Job Order/Purchase Order. 11. The successful bidder shall conform to the service needed based on the TOR indicated herewith. 12. The successful bidder shall provide the following additional requirements: <ul style="list-style-type: none"> • Philgeps Registration • Updated Mayor's Permit • Omnibus Sworn Statement • Authorization Letter from the Manufacturer 		
5.	<p>Re-calibration of Part/s of PCS High Frequency Reciprocating Rig (HFRR) PN:LE-EQ-18-1064</p> <p>TERMS OF REFERENCE</p> <p>I. SCOPE OF WORK:</p> <ul style="list-style-type: none"> • Re-calibration of the following parts: 	1 unit	372,200.00

- HFRR 0°C and 62°C Temperature Plugs – Part No. PCS-003279
- HFRR Force Calibration Device – Part No. PCS-003259
- Wear Scar Camera Graticule - Part No. PCS-003257

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3. The service contractor shall provide competent and professional service personnel with the right tools for the preventive maintenance and servicing of the equipment.
4. The service contractor must include in its submission a proof that they are the authorize provider for the sales, aftersales support, calibration and maintenance of said equipment.
5. The service contractor shall provide service reports which will contain the condition of the machine based on the manufacturer's specifications. Reference standard will be used to check the equipment's performance. The equipment will be turned over to the end user after signing the acceptance report.
6. Maintenance shall be carried out during the company's normal business hours, or at such other times as agreed upon between the service contractor and the end user.
7. No amount shall be charged to the customer if the unit is not repaired due to unavailability of part/s.
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9. DOE shall not provide any accommodation/transportation for the engineers/representatives for attending the preventive maintenance and servicing of the equipment.
10. Delivery of Service: Job completion within sixty (60) days upon receipt of Job Order/Purchase Order.
11. The successful bidder shall conform to the service needed based on the TOR indicated herewith.
12. The successful bidder shall provide the following additional requirements:
 - Philgeps Registration
 - Updated Mayor's Permit
 - Omnibus Sworn Statement
 - Authorization Letter from the Manufacturer

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.