



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

RFQ No.	RFQ-02-0101-2022-03-0040-0330-0030
Purchase Request No.:	02-0101-2022-03-0040

### REQUEST FOR QUOTATION

<b>Title of Procurement/End-user</b>	<b>: Procurement of Services for the Preventive Maintenance/ Replacement of Parts of Non-Exclusive Equipment</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>: 60 Days upon receipt of Job 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.

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 **07 April 2022, Monday at 5:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications				
Item No.	Description/ Specification:	Quantity	Unit Price	Total ABC
1.	<b>Procurement of Services for the Preventive Maintenance/ Replacement of Parts of Non-Exclusive Equipment</b>			119,000.00
2.	Preventive Maintenance of Coal Sample Preparation Oven  SCOPE OF WORK: <ul style="list-style-type: none"> <li>• Inspect the unit to determine obvious defects and perform diagnostic tests to check proper equipment operation.</li> <li>• Check the heating assembly and wiring of the controller.</li> <li>• Check if the oven temperature safety feature is functioning.</li> <li>• Check the correct operating voltages.</li> <li>• Ensure that the heating chamber is safe and clean.</li> <li>• Inspect and clean the external and internal chassis. Give recommendations for smooth operation of the equipment.</li> <li>• Conduct verification of reading.</li> <li>• Conduct performance testing.</li> </ul>	1	unit	13,000.00
3.	Preventive Maintenance of Distilling Apparatus  SCOPE OF WORK: <ul style="list-style-type: none"> <li>• Inspect the unit to determine obvious defects and perform diagnostic tests to check proper equipment operation.</li> <li>• Check the heating assembly and wiring of the controller.</li> <li>• Check the correct operating voltages.</li> <li>• Ensure that the heating chamber is safe and clean.</li> <li>• Check the condenser and cartridge.</li> <li>• Clean chamber and remove scale/mineral deposit.</li> <li>• Conduct performance testing.</li> </ul>	1	unit	14,000.00
4.	Preventive Maintenance of Jouan Drying Oven  SCOPE OF WORK: <ul style="list-style-type: none"> <li>• Inspect the unit to determine obvious defects and perform diagnostic tests to check proper equipment operation.</li> <li>• Check the heating assembly and wiring of the controller.</li> <li>• Check if the oven temperature safety feature is functioning.</li> <li>• Check the correct operating voltages.</li> <li>• Ensure that the heating chamber is safe and clean.</li> <li>• Inspect and clean the external and internal chassis. Give recommendations for smooth operation of the equipment.</li> </ul>	1	unit	10,000.00

	<ul style="list-style-type: none"> <li>Conduct verification of reading.</li> <li>Conduct performance testing.</li> </ul>			
5.	<p>Preventive Maintenance of Memmert Oven</p> <p>SCOPE OF WORK:</p> <ul style="list-style-type: none"> <li>Inspect the unit to determine obvious defects and perform diagnostic tests to check proper equipment operation.</li> <li>Check the heating assembly and wiring of the controller.</li> <li>Check if the oven temperature safety feature is functioning.</li> <li>Check the correct operating voltages.</li> <li>Ensure that the heating chamber is safe and clean.</li> <li>Inspect and clean the external and internal chassis. Give recommendations for smooth operation of the equipment.</li> <li>Conduct verification of reading.</li> <li>Conduct performance testing.</li> </ul>	1	unit	10,000.00
6.	<p>Preventive Maintenance of Carbolite Minimum Free Space Oven</p> <p>SCOPE OF WORK:</p> <ul style="list-style-type: none"> <li>Inspect the unit to determine obvious defects and perform diagnostic tests to check proper equipment operation.</li> <li>Check the heating assembly and wiring of the controller.</li> <li>Check if the oven temperature safety feature is functioning.</li> <li>Check the correct operating voltages.</li> <li>Ensure that the heating chamber is safe and clean.</li> <li>Inspect and clean the external and internal chassis. Give recommendations for smooth operation of the equipment.</li> <li>Conduct verification of reading.</li> <li>Conduct performance testing.</li> </ul>	1	unit	12,000.00
7.	<p>Preventive Maintenance of Nabertherm Furnace I &amp; II</p> <p>TERMS OF REFERENCE</p> <p>SCOPE OF WORK:</p> <ul style="list-style-type: none"> <li>Inspect the unit to determine obvious defects and cleanliness of the instrument, perform diagnostic tests to check proper equipment operation, verify calibration and make any required adjustment to bring unit to level of acceptable performance.</li> <li>Check the wiring of the controller if replacement is needed. Check the sensor if replacement/repair is needed.</li> <li>Check if the furnace temperature safety feature is functioning.</li> <li>Check the correct operating voltages.</li> <li>Ensure that the heating chamber is safe and clean.</li> <li>Inspect and clean the external and internal chassis. Give recommendations for smooth operation of the equipment.</li> <li>Conduct verification of reading.</li> <li>Conduct performance testing.</li> </ul>			20,000.00
8.	<p>Preventive Maintenance of Pruffer Furnace I</p> <p>TERMS OF REFERENCE</p> <p>I. SCOPE OF WORK:</p> <ul style="list-style-type: none"> <li>Inspect the unit to determine obvious defects and cleanliness of the instrument, perform diagnostic tests to check proper equipment operation, verify calibration and make any required adjustment to bring unit to level of acceptable performance.</li> <li>Check the wiring of the controller if replacement is needed. Check the sensor if replacement/repair is needed.</li> <li>Replace the temperature sensor; to be provided by the Service Contractor</li> <li>Check if the furnace temperature safety feature is functioning.</li> <li>Check the correct operating voltages.</li> <li>Ensure that the heating chamber is safe and clean.</li> <li>Inspect and clean the external and internal chassis. Give recommendations for smooth operation of the equipment.</li> <li>Conduct verification of reading.</li> <li>Conduct performance testing.</li> </ul>			30,000.00
9.	<p>Preventive Maintenance of Pruffer Furnace II</p> <p>TERMS OF REFERENCE</p> <p>II. SCOPE OF WORK:</p> <ul style="list-style-type: none"> <li>Inspect the unit to determine obvious defects and cleanliness of the instrument, perform diagnostic tests to check proper equipment operation, verify calibration and make any required adjustment to bring unit to level of acceptable performance.</li> <li>Check the wiring of the controller if replacement is needed. Check the sensor if replacement/repair is needed.</li> </ul>			10,000.00

	<ul style="list-style-type: none"> <li>• Check if the furnace temperature safety feature is functioning.</li> <li>• Check the correct operating voltages.</li> <li>• Ensure that the heating chamber is safe and clean.</li> <li>• Inspect and clean the external and internal chassis. Give recommendations for smooth operation of the equipment.</li> <li>• Conduct verification of reading.</li> <li>• Conduct performance testing.</li> </ul>			
10.	<p>TERMS AND CONDITIONS:</p> <ol style="list-style-type: none"> <li>1. The prices quoted should be firm and irrevocable and not subject to any change whatsoever, even due to increase in cost of raw materials components and fluctuations in foreign exchange rates and excise duties.</li> <li>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 if applicable.</li> <li>3. The service contractor shall provide competent and professional service personnel with the right tools for the preventive maintenance and servicing of the equipment.</li> <li>4. The service contractor shall provide service report/s 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.</li> <li>5. Maintenance shall be carried out during the DOE's normal business hours, or at such other times as agreed upon between the service contractor and the end user.</li> <li>6. No amount shall be charged to the customer if the unit is not repaired due to unavailability of part/s.</li> <li>7. 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.</li> <li>8. DOE shall not provide any accommodation/transportation for the engineers/ representatives for attending the preventive maintenance and servicing of the equipment.</li> <li>9. Delivery of Service: Job completion within sixty (60) days upon receipt of Job Order.</li> <li>10. The successful bidder shall conform to the service needed based on the TOR indicated herewith.</li> <li>11. The successful bidder shall provide the following additional requirements: <ul style="list-style-type: none"> <li>• Philgeps Registration</li> <li>• Updated Mayor's Permit</li> <li>• Omnibus Sworn Statement</li> </ul> </li> </ol>			
<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>				