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

RFQ No.	RFQ-02-0151-2026-05-0383-0919-0158
Purchase Request No.:	02-0151-2026-05-0383

REQUEST FOR QUOTATION

Title of Procurement/End-user	**: DEMONSTRATION PROJECTS UNDER THE GOVERNMENT ENERGY MANAGEMENT PROGRAM – AIR-CONDITIONING SYSTEM)/EUMB-EPSMD**
Approved Budget for the Contract	**: Php2,000,000.00**
Mode of Procurement	**: Small Value Procurement (Sec.34) R.A. 12009**
Award Criterion	**: LCRB**
Bidding Terms	**: One (1) Lot**
Delivery Terms/Schedule	**: The total project duration shall be 30 calendar days and shall commence after receipt of the Purchase Order (PO)**
Delivery Location Payment Terms	: Energy Center, Rizal drive corner 34th street, BGC, Taguig City : Payment will only be made after the completion of the supply, delivery and subsequent issuance of the Certificate of Acceptance from DOE.

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, Department of Energy, G/F-Annex Building, Energy Center, Rizal Drive cor. 34th Street, Bonifacio Global City, Taguig City or through email at the following address: bacsecretariat@doe.gov.ph not later than **(28 September 2026, 4:00PM)**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications				
	Description/ Specification:	Quantity	Unit Price	Total ABC
1.	**1. BACKGROUND** Republic Act No. 11285, otherwise known as the Energy Efficiency and Conservation Act of 2019 and its governing Implementing Rules and Regulations (EEC-IRR), provide, among others, the establishment of the framework for introducing and institutionalizing fundamental policies on energy efficiency and conservation and promotion. Under Section 35 of the EEC-IRR, the Inter-Agency Energy Efficiency and Conservation Committee (IAEECC) was created to evaluate and approve Government Energy Efficiency Projects (GEEPs) and to provide strategic direction in the implementation of the Government Energy Management Program (GEMP). The GEMP covers all Government Entities (GEs) which includes National Government Agencies (NGAs), Government-Owned and Controlled Corporations (GOCCs), Local Government Units (LGUs), State Universities and Colleges (SUCs), Government Financing Institutions (GFIs) and Foreign Service Posts, among others.			Php2,000,000.00

IAEECC Resolution No. 1, s. 2020 directs all GEs, including the LGUs and foreign service posts to comply with the GEMP, orders the DOE to conduct energy audits and spot-checks, and submit proposed improvements to the GEMP.

IAEECC Resolution No. 3, s. 2021 states that all GEs shall ensure that their respective offices comply with the Implementing Guidelines of the Philippine Energy Labeling Program (PELP-IG) for Air-Conditioning Systems.

Section 5.1 of the IAEECC Resolution No. 5 s. 2022 provides details for the implementation of the Energy Efficiency and Conservation Program (EECP) which consist of the implementation of GEEPs wherein LED lighting systems and inverter ACUs are listed among the proven energy efficient technologies.

Section 5 of Department Order (DO) No. 2022-04-0006, also known as the Guidelines on the Endorsement of GEEPs to the IAEECC Pursuant to the GEMP Guidelines, states that preferential evaluation and implementation shall be provided to priority GEEPs, such as those with initiatives promoting the development and utilization of efficient renewable energy technologies and systems and those that are pilot and demonstration initiatives for energy security, to ensure the unhampered delivery of public services.

Further, the supply of energy efficient air-conditioning units (ACUs) plays a vital component of an effective Energy Management System (EnMS), particularly by maintaining stable and optimized energy consumption patterns throughout the building which includes regulating power usage, reducing sudden demand spikes and improving the overall stability of electrical systems.

2. SCOPE OF WORK

2.1 Supply and Delivery

2.1.1. Supply and delivery of 35 inverter ACUs;

Cooling Capacity		Type	CSPF	Refrigerant	Quantity
kJ/hr	kW				
23,200 kJ/hr	6.44 kW	Split Type (Indoor and Outdoor)	5.10 or above	R32	20
12,700 kJ/hr	3.53 kW		4.50 or above	R32	15

Note:

1. *Units with a cooling capacity of 14kW or below should be registered to PELP and should have a DOE Energy Label.*

2.1.2 The Service Provider shall be responsible for the supply and delivery of the following parts/consumables for each unit of Split Type ACU:

Quantity	Parts/Consumables/Appurtenances/Instrumentation
15 m	Liquid Copper Tubing
15 m	Gas Copper Tubing
30 m	Rubber Insulation (thickness = 1/2 in)
2 rolls	Polyethylene Tape
3 m	Insulation Tape
60 m	Appropriate Electrical Wire (Power Supply)
60 m	Appropriate Electrical Wire (Indoor-Outdoor connection)
1 set	Appropriate Circuit Breaker (Bolt on) with NEMA 3R enclosure
1 set	Heavy Duty Metal Mounting brackets/supports

3. SERVICE PROVIDER ELIGIBILITY

- With at least three (3) year of relevant experience in the supply of ACUs.

4. RESPONSIBILITIES OF SUPPLIER

- Provide the specified ACU units in accordance with approved technical specifications and capacity;
- Ensure that all supplied ACUs meet the applicable standards and regulations (energy efficiency ratings, safety standards and environment requirements);
- Submit complete technical documents such as brochures, data sheets and operation manuals;
- Provide warranty coverage for parts;
- Ensure availability of spare parts and components for maintenance and future servicing;

5. COMPLIANCE TO THE GREEN PROCUREMENT PROJECT

- The supplier shall supply products with at least a 4-star Energy Label issued by the DOE through the Philippine Energy Labeling Program utilizing the recommended advanced energy technologies.
- The supplier shall supply air conditioning units free from ozone-depleting substances or products that do not contain any hazardous substances restricted in RA 6969.
- The supplier shall supply products that can be repaired or replaced within the stated warranty of the air conditioning unit.

4. EXPECTED OUTPUTS OR DELIVERABLES

DELIVERABLES	TARGET SCHEDULE
Supply and Delivery of ACUs	Within 30 Calendar days after receipt of the Purchase Order

5. PROJECT COMPLETION

The project should be completed in **thirty (30) days** upon receipt of the Purchase Order.

Activities	Duration	M1	
Supply and Delivery of ACUs - Approved Technical Specification - Supply and Delivery of ACUs	**30**		

6. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) for the Demonstration Project is **Two Million Pesos Only (PhP 2,000,000.00)** under SAGF-NEECP.

7. SCHEDULE OF PAYMENT

Deliverables	Requirement	Percentage of Total Contract Amount	Delivery Schedule
Supply and Delivery of ACUs	Billing / Invoice with end-user acceptance certificate	100%	30 Calendar days after the receipt of the Purchase Order
5% shall be deducted as warranty			

	8. WARRANTY • The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials. • The DOE warrants that the Goods shall be free from defects arising from any act or omission of the Supplier or arising from design, materials and workmanship, under normal use in the conditions prevailing in the country • The compressor shall have a warranty of at least five (5) years • The Supplier will provide Manufacturer Warranty Certificate **9. TERMS** • Bidding should be in one (1) lot. • Prices quoted shall be firm and irrevocable and not subject to any change whatsoever, even due to an increase in cost of components and fluctuations in foreign exchange rates and excise duties. • Payments will be released only upon the issuance of the Certificate of Acceptance from the end-user. **10. PARTICIPATION OF WOMEN, SENIOR CITIZENS AND PERSON WITH DISABILITIES (PWDs)** The participation of women, senior citizens, and PWDs in every aspect of this research study implementation is encouraged. The purpose of gender and development is to ensure that both men and women, including senior citizens and PWDs, can participate in and benefit from the development in a way that is equitable. Likewise, the gender and development approach focus on the socially constructed differences between men and women, the need to challenge existing gender roles and relations, and the creation and effects of class differences on development.	

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. ***(As stated in the Terms of Reference/ Specifications)***
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 12009 otherwise the Supplier may be sanctioned under the provision of RA 12009 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 RFQ at the Procurement Management Division Office, Department of Energy, G/F-Annex Building, Energy Center, Rizal Drive cor. 34th Street, 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 :

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. ***(As stated in the Terms of Reference/ Specifications)***
3. The following documents shall be attached/included in the submission of proposal/quotation:
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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 12009, otherwise the Supplier may be sanctioned under the provision of RA 12009 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 _____

<u>Company Name/Business Name and Address</u> that will be used in the Notice of Award and Purchase Order/Notice to Proceed _____

Tel. No. / Cellphone No./ email address _____

Date _____

Omnibus Sworn Statement Form

[Note: The duly accomplished form shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

OMNIBUS SWORN STATEMENT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and with residence at [*Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the others:*

   - *If sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

   - *If 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]*;

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

2. ***Select one, delete the others:***

   - *If 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 *[Project Title]* of the *[Name of the Procuring Entity][insert* "as supported by the attached duly notarized Special Power of Attorney" *for authorized representative]*;

   - *If 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 *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable*;*

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant 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 *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney *for authorized representative*;

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;

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 others:*

   - *If sole proprietorship :* The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If partnership :* The partnership itself and the partners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If cooperative:* The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If corporation, or joint venture:* The corporation or joint venture itself, and officers, directors, and controlling stockholders of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial ownership information containing false entries shall be subject to backlisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

Select one, delete the rest:

- *In case of corporations: [Name of Bidder]* declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.

- *In case of Foreign Bidders: [Name of Bidder]* submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.

8. *[Name of Bidder]* complies with existing labor laws and standards; and

9. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

   a) Carefully examine all of the Bidding Documents;

   b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

   c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

   d) Inquire or secure Supplemental Bid Bulletin(s) issued for the *[Project Title]*.

10. *[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.

11. In case advance payment was made or given to *[Name of Bidder]*, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of ___, 20__ at _____, Philippines.

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Affiant's Signature over Printed Name]
[Position/Designation]
[Date]

JURAT

SUBSCRIBED AND SWORN to before me this _____ day of *[month] [year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____.

WITNESS MY HAND AND SEAL this ___ day of *[month] [year].*

NAME OF NOTARY PUBLIC
Notarial Commission No. _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. __, *[date issued], [place issued]*
IBP No. __, *[date issued], [place issued]*

Doc. No. _____
Page No. _____
Book No. _____
Series of _____.