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

RFQ No.	RFQ-01-0101-2026-09-0535-1007-0169
Purchase Request No.:	01-0101-2026-09-0535

REQUEST FOR QUOTATION

Title of Procurement/End-user	**: PROCUREMENT OF OTHER SUPPLIES AND MATERIALS EXPENSES FOR THE RENOVATION OF DOE DATACENTER/ITMS-ITD**
Approved Budget for the Contract	**: Php1,300,000.00**
Mode of Procurement	**: Small Value Procurement (Sec.34) R.A. 12009**
Award Criterion	**: Lowest Calculated Responsive Bid**
Bidding Terms	**: One (1) Lot**
Delivery Terms/Schedule	**: Thirty (30) calendar days upon receipt of the Purchase Order (PO).**
Delivery Location Payment Terms	: Department of Energy Main Office, BGC Taguig City : The payment shall be processed after completion of delivery and signing of the Certificate of Acceptance.

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 or through email at the following address: bacsecretariat@doe.gov.ph not later than **(12 October 2026, 4:00PM)**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications

	Description/ Specification:	Quantity	Unit Price	Total ABC
1.	BACKGROUND The Department of Energy Datacenter renovation aims to ensure a secure, reliable, and efficient environment for critical IT infrastructure. The renovation aims to improve physical conditions, enhance system performance, and ensure compliance with data center standards and best practices. APPROVED BUDGET FOR THE CONTRACT (ABC): PHP 1,300,000.00 SCOPE OF WORKS The supplier shall deliver the following items with the minimum requirements indicated in Table A below.	Lot		

Quantity	Unit	Description
250	pc	Concrete Hollow Blocks (CHB) 5"
30	bag	Portland Cement 40Kg/bag
50	pc	Deformed Bar 10mm x 6m
1	roll	Tie wire 16"
30	pc	Gypsum Board 9mm x 4' x 8'
20	pc	Gypsum Putty
6	bag	Skim Coat

	50	pc	Metal Furring 2" x 3" x 10', 5mm				
	20	pc	Metal Stud 2" x 3" x 10', 5mm				
	1	tube	Metal Drill Bit 1/8", Cobalt, HSS, 10pcs/tube				
	1	tube	Metal Drill Bit 1/16", Cobalt, HSS, 10pcs/tube				
	5	box	Metal Black Screw 1 1/2" 1000pcs/pack, metal (Pointed)				
	20	box	Steel Nail gun, 27mm 100pc/box				
	1	roll	Sand Paper 100grit, 10meters/roll				
	2	kilo	Common Nail 1 1/2				
	2	kilo	Common Nail 2				
	1	pack	Paleta Without Handle, 6", 12pc/pack				
	1	gal	Paint Thinner				
	2	pail	Flat Latex Paint, white				
	2	pail	Semigloss Latex Paint, white				
	1	set	Panel Board 14 Branches Bolt-on type, 3 pole				
	1	unit	Main MCCB 200 Amp 3Pole				
	4	pairs	70 AMP. Bolt on type 2 Pole				
	4	pairs	40 Amp. Bolt on type 3 Pole				
	2	pairs	30 Amp. Bolt on type 2pole				
	6	pairs	20 Amp. Bolt on type 2 pole				
	1	set	200 Amp. MCCB with enclosure NEMA 1 surface mounted				
	200	mtrs	THHN wire # 100mm2				
	60	mtrs	THHN wire # 22mm2				
	6	bxs.	THHN wire # 5.5mm2				
	5	bxs.	THHN wire # 3.5mm2				
	3	bxs.	THHN wire # 2.0mm2				
	2	rls	Copper tube 3/4' dia. 0.28 thk. 15m/rl				
	2	rls	Copper tube 3/8' dia. 0.28 thk. 15m/rl				
	20	pcs.	Rubber insulation 3/4 x 1/2				
	20	pcs.	Rubber insulation 3/8 x 1/3				
	6	pcs.	Solderless connector double bolt for 250 mcm				
	1	pc.	Grounding rod 5/8x 5ft. Copper coated				
	1	pc.	Grounding clamp, Brass for 5/8 rod				
	25	pcs.	Pvc pipe # 2-1/2 "				
	15	pcs.	Pvc elbow # 2-1/2 "				
	30	pcs.	Full threaded rod 1/4"x 3/8 X3m				
	120	pcs.	Anchor grip 1/4" X 3/8				
	160	pcs.	Nut & washer 1/4 X 3/8				
	10	pcs	Slotted angle bar 2 x 2 x 3mm x 6m				
	60	pcs	U-bolt 3/8" galvanized w/ bolt & nut and washer for pipe size 2-1/2"dia.				
	24	pcs	Panel Lights 30cmx 60cm 24w, Slim Type dailight w/ clip				
	1	set	3 gang switch wide series, w/ wall plate				
	1	lot	Supply, delivery, and installation of tempered glass partitions • finished in matte black powder coating • minimum measurement: 418” x 93” • using 12 mm thick clear tempered safety glass with extruded aluminum framing • minimum 1.5 mm thickness • mitered, mechanically fastened, and sealed at all corners • ensured structural rigidity with clean and professional appearance • fabrication, fitting and placement				
	1	lot	Supply, delivery, and installation of glass double swing door • double swing door ○ measurement: 1.80 m × 2.10 m				

		○ thickness: 12 mm • single swing door ○ measurement: 0.80 m × 2.10 m ○ thickness: 12 mm • fabrication, fitting and placement • complete with premium-grade stainless-steel hardware, including hinges, lever handles, floor springs, and locksets

Table A. Minimum Requirements

IV. **SUPPLIER QUALIFICATION REQUIREMENTS**

a. Valid Business Registration from the Department of Trade and Industry (DTI) for sole proprietorships, or the Securities and Exchange Commission (SEC) for corporations/partnerships, as applicable.
b. Valid Mayor's/Business Permit issued by the city or municipality where the principal place of business is located.
c. Current Tax Clearance and/or BIR Certificate of Registration, as applicable.
d. PhilGEPS Registration Number and valid PhilGEPS Certificate of Registration (Platinum Membership)
e. Proof that the supplier is regularly engaged in the sale and distribution of construction materials.
f. Product brochures, technical specifications, manufacturer's certifications, or equivalent documents demonstrating compliance with the required specifications.
g. Warranty certification, if applicable.
h. Statement confirming the supplier's ability to deliver the required materials within the prescribed delivery period and to the designated delivery site.
i. Duly signed and accomplished quotation/proposal form indicating compliance with the technical specifications and terms and conditions of the procurement.

WARRANTY

Retention money equivalent to 5% of the total Contract price shall be deducted as a warranty. The said amount shall be released after the lapse of the warranty period (if applicable).

TERMS OF DELIVERY

Thirty (30) calendar days upon receipt of the Purchase Order (PO).

TERMS OF PAYMENT

The payment shall be processed after completion of delivery and signing of the Certificate of Acceptance.

TERMS AND CONDITIONS

a. The price quoted must be firm and irrevocable and not subject to any changes whatsoever, even due to the cost of raw material components and fluctuations in foreign exchange rates, and excise duties.
b. Bid price must be inclusive of all costs (insurance, freight, brokerage, duties, and taxes, etc.) attendant to the delivery of the items at DOE.
c. Within the warranty period, the supplier shall cover the warranty for all the materials delivered, fabricated, and installed.
d. The supplier shall warrant that all materials are new, no defects, and in accordance with the approved specifications by the DOE.
e. The supplier shall warrant the delivered materials against all defects upon the issuance of the Certificate of Final Acceptance by the DOE-ITMS. Any defects notified by the DOE-ITMS in writing within said period shall be repaired or replaced by the supplier.
f. The supplier shall undertake at its own expense all repairs and/or replacements of materials, facilities and parts thereof which are found to be defective, inferior, and not in accordance with the agreement which are brought to the attention of the supplier within thirty (30) days from discovery thereof and within one (1) year upon final acceptance of the work by DOE-ITMS.
g. Penalty Clause: If the supplier fails to comply with the condition set forth in the Terms and Conditions, the supplier shall be liable for liquidated damages. Such damages shall be equivalent to one-tenth of one percent (0.1%) of the total Contract Price per day of delay, at

	five percent (5%) of the total Contract Price, until full compliance is achieved. This penalty shall be automatically deducted from the five percent (5%) retention money. If the total deduction exceeds the five percent (5%) retention money, the DOE reserves the right to recommend the suspension of the supplier from participating in DOE bidding activities for one (1) year. The DOE reserves the right to undertake the necessary repairs or replacements itself or through a third party, and the supplier shall reimburse all costs incurred by the DOE in addition to the liquidated damages.			

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:
    a) Mayor's / Business Permit
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    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 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 _____.