



**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
KAGAWARAN NG KAPALIGIRAN AT LIKAS NA YAMAN**



**REQUEST FOR QUOTATION**

<b>P.R. NO:</b>	<b>2024-06-1491</b>	<b>MODE OF PROCUREMENT:</b>	<b>NP-Small Value Procurement</b>
<b>P.R. DATE:</b>	<b>11 June 2024</b>	<b>REF. NO.:</b>	<b>RFQ-2024-197</b>
<b>END-USER:</b>	<b>GSD-BMS</b>	<b>DATE PREPARED:</b>	<b>July 04, 2024</b>
<b>PRN:</b>	<u><b>11017246</b></u>	<b>CLOSING DATE/TIME:</b>	<b>July 12, 2024 10:00 AM</b>

1. The DENR-Central Office, through its Bids and Awards Committee for Regular Operations, invites eligible bidder/s to submit duly signed proposal/quotation not later than the closing date and time for the procurement project stated below:

DESCRIPTION	QTY	UNIT	TOTAL ABC (P) (VAT INCLUSIVE)
Preventive Maintenance of Various KVA Nine (9) Units Dry Type Transformer at the Main Building, DENR-Central Office, Visayas Ave., Quezon City	1	LOT	400,000.00

2. Proposal/quotation received in excess of the ABC shall automatically be rejected.

3. Interested bidder/s must submit the following documents:

A. ELIGIBILITY DOCUMENTS	
i.	Valid and current Certificate of PhilGEPS Registration (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR (pursuant to GPPB Resolution No. 15-2021, dated 14 October 2021);  <b>OR</b>  PhilGEPS Registration Number
ii.	Valid and Current Mayor's/Business Permit for CY 2024 OR application for Business/Mayor's Permit with attached Official Receipt (OR) of payment of Licensing and Regulatory fees and 2023 Business/Mayor's Permit.
iii.	Special Power of Attorney/Board Resolution/Authorization as duly authorized representative valid for six (6) months. (if applicable)
<b>Note: Bidder/s who previously submitted updated Eligibility Documents are no longer required to resubmit.</b>	
B. TECHNICAL AND FINANCIAL DOCUMENTS	
iv.	<b>Completely filled out and duly signed</b> Technical Proposal Form and Financial Quotation Form (Annex "A")
v.	<b>Certificate of Site Inspection issued by the General Services Division (GSD)</b> , Site Inspection must be conducted prior to the submission of quotation

**Failure to submit all documents as required above shall be automatically disqualified.**

- Price must be inclusive of VAT and must be valid for Sixty (60) calendar days upon submission of proposal/quotation.
- Award of Contract shall be made to the lowest calculated and responsive quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
- Refusal to sign and accept the Award or enter into contract without justifiable reason, may be grounds for imposition of administrative sanctions under Rule XXIII of the Revised IRR of RA 9184.
- Open proposal/quotation may be submitted at Procurement Management Section-Property and Supply Management Division (PrMS-PSMD), 2<sup>nd</sup> Floor, 2-Storey Warehouse, DENR Compound and/or thru e-mail address [ampbac.co@denr.gov.ph](mailto:ampbac.co@denr.gov.ph) and/or fax number (02) 8926-2675. For further inquiries, you may coordinate with Ms. Dianne G. Ibias/Ms. Gianina P. Agir at the same contact details.
- If thru email, kindly indicate in the subject **ATTENTION: RIO A. REYES - RFQ-2024-197.**
- DENR reserves the right to reject any and all proposals, declare failure, or not award the contract at any time in accordance with Section 41 of RA 9184 and its IRR without thereby incurring liability to the affected supplier.

  
**DIANNE G. IBIAS**  
 Chief, Procurement Mgt. Section-PSMD &  
 Head, BAC Secretariat 

Technical Proposal Form

Description / Technical Specifications

Qty

Preventive Maintenance of Various KVA Nine (9) Units Dry Type Transformer at the Main Building, DENR-Central Office, Visayas Ave., Quezon City

**SCOPE OF WORK**

1. Dismantling of transformer, apply high pressure air to remove accumulated dust and dirt.
2. Isolate terminal connection and grounding system.
3. Check-up and cleaning of terminals, casing and accessories.
4. Re-varnishing of transformer of insulation.
5. Repainting the panel.
6. Check copper terminal log and solderless connector for replace if necessary.
7. Perform standard electrical tests
  - a. Transformer turn ratio test
  - b. Insulation resistance test
  - c. Winding resistance test
  - d. Open circuit test
8. Re-assemble units and re-terminate all terminal connections and grounding system.
9. Re-tighten all bolted electrical connections.
10. Re-energize unit to normal operations.
11. Clean workplace.
12. Submit test report with corresponding remarks and recommendations.

**COMPLETION PERIOD:**

The service provider must be completed within Thirty (30) working days from approval of contract. 8

**Note: Materials**

- If all materials will not be used/consumed the remaining materials shall be surrendered to GSD/BMS personnel in charge.

1 lot


**OTHER REQUIREMENTS**

1. Ocular inspection is a must for a bidder.
2. The winning bidder shall supply two (2) analog tester.

Prepared by:

  
**ANGELITO L. ESTRADA**  
 Administrative Assistant V

Recommending Approval

  
**ENGR. RANDY L. TIN, CE**  
 OIC-Section Chief, BMS-GSD

Approved by:

  
**ENGR. GUILLERMO V. ESTIPONA JR.**  
 OIC-Chief, General Services Division

Technical Proposal Form	
Description / Technical Specifications	Qty
<p><b>Preventive Maintenance of Various KVA Nine (9) Units Dry Type Transformer at the Main Building, DENR-Central Office, Visayas Ave., Quezon City</b></p> <p><b>List of Dry Transformers KVA</b>                      1 unit 750 (KVA) Kilo Volts Amperes                      1 unit 300 (KVA) Kilo Volts Amperes                      1 unit 225 (KVA) Kilo Volts Amperes                      5 units 112.5 (KVA) Kilo Volts Amperes                      1 unit 75 (KVA) Kilo Volts Amperes</p> <p><b>Consumable Supply Materials</b>                      10-gals Clean Air-Drying Varnish Insulation                      30-pcs Copper Terminal &amp; Nut Washer                      30-pcs Solderless Connector                      1 lot Insulation Paper for Transformer                      5-gals Lacquer Paint Gray 4L</p>	1 lot

Project Requirements/Terms and Conditions:
<ol style="list-style-type: none"> <li><b>Delivery/completion</b> period: as per Scope of Work (SOW).</li> <li><b>Delivery Site:</b> Supply Management Section, Basement, DENR Main Building, Visayas Ave., Diliman, Quezon City.</li> <li><b>Price quotation/s</b>, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable subjected to deduction of applicable Government Tax.</li> <li><b>DENR</b> shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.</li> <li><b>Replacement of Defective Items:</b> Within <b>ten (10) Calendar Days</b> upon receipt of Notice of Defects from DENR.</li> <li><b>Warranty:</b> Three (3) months in case of Expendable Supplies and One (1) Year in the case of Non-expendable Supplies from issuance of Certificate of Inspection and Acceptance. Warranty Certificate must be submitted during delivery.</li> <li><b>Amendment to Order</b> may be issued subject to the conditions set forth under Annex D of the 2016 Revised IRR of RA 9184.</li> <li><b>Payment</b> shall be made in accordance with the Government Terms.</li> <li><b>Liquidated Damages (LD)</b> equivalent to one tenth of one percent (0.1%) of the value of contract not delivered within the prescribed period. shall be imposed per day of delay. The DENR may rescind the Contract once the cumulative amount of LD reaches 10% of the amount of the Contract without prejudice to other courses of action and remedies open to it.</li> <li><b>Bidder has no overdue deliveries or unperformed services intended for DENR-CO.</b></li> </ol>

FINANCIAL QUOTATION FORM (PRICE MUST BE VAT INCLUSIVE)							
Item No.	DESCRIPTION	QTY	UNIT	ABC per Unit (P)	Total ABC per Unit (P)	BIDDER'S PRICE QUOTATION (P)	
						Unit cost	Total
<b>Preventive Maintenance of Various KVA Nine (9) Units Dry Type Transformer at the Main Building, DENR-Central Office, Visayas Ave., Quezon City</b>							
1	750 (KVA) Kilo Volts Amperes	1	unit	48,000.00	48,000.00		
2	300 (KVA) Kilo Volts Amperes	1	unit	45,000.00	45,000.00		
3	225 (KVA) Kilo Volts Amperes	1	unit	40,000.00	40,000.00		
4	112.5 (KVA) Kilo Volts Amperes	5	units	35,000.00	175,000.00		
5	75 (KVA) Kilo Volts Amperes	1	unit	30,000.00	30,000.00		
6	Consumable Supply Materials: 10-gals Clean Air-Drying Varnish Insulation 30-pcs Copper Terminal & Nut Washer 30-pcs Solderless Connector 1 lot Insulation Paper for Transformer 5-gals Lacquer Paint Gray 4L	1	lot	62,000.00	62,000.00		
<b>Grand Total:</b>					<b>400,000.00</b>		

**BIDDER'S UNDERTAKING**

I/We, the undersigned Supplier, after having examined the Technical Specifications/ Project Requirements, hereby OFFER to supply/deliver/perform the above-described items.

I/We undertake, if our proposal is accepted, to deliver the items/services in accordance with the terms and conditions contained in the Request for Quotation.

Until a formal PO/ Contract is prepared and signed, this quotation is binding on us.

\_\_\_\_\_  
**NAME OF COMPANY (IN PRINT)**

\_\_\_\_\_  
**SIGNATURE OVER PRINTED NAME OF THE AUTHORIZED REPRESENTATIVE**

**ADDRESS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Designation:**

**Date:**

**Email Address:**

**Telefax No.:**

**Mobile Number:**

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