



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Provincial Environment and Natural Resources Office
Agusan del Norte



REQUEST FOR QUOTATION/ PROPOSAL

(thru NEGOTIATED PROCUREMENT under SMALL VALUE PROCUREMENT , Sec. 53.9)
(GOODS)

PR NO: 2025-12-316

PR DATE: 12/02/2025

END-
USER: Cenro-Tubay

ABC: P350,000.00

MODE OF PROCUREMENT: SMALL VALUE PROCURE

RFQ NO: 2025-12-186

DATE PREPARED: 12-17-2025

CLOSING DATE: 12-20-2025

CLOSING TIME: 08:00AM

Dear Sir/Ma'am

The Department of Environment and Natural Resources PENRO-ADN, Brgy. Tiniwisan, Butuan City is inviting of known qualificationssuppliers/distributors/contractors for a bid proposals covering the hereunder project:

ITEM NO	ARTICLE DESCRIPTION	QTY	UNIT	DENR ABC		SUPPLIER'S QUOTED PRICE (Php)	
				UNIT COST	TOTAL COST	Unit Price	Total Price
	LABOR FOR THE INSTALLATION OF TRANSFORMER FOR THE STABILITY OF CENRO-TUBAY ELECTRICITY						
1	LABOR FOR THE INSTALLATION OF ADDITIONAL TRANSFORMER TO BALANCE THE 3-PHASE DISTRIBUTION TRANSFORMER BANK	1	unit	350,000.00	350,000.00		
	Total				350,000.00		
	Documentary Requirements: (to be submitted together with the proposal)						
	1. Mayor's/Business Permit;						
	2. PhilGEPS Reg. Number/PhilGEPS Certificate;						
	3. DTI Registration Certificate;						
	4. Land Bank Account						

The Procuring Entity is inviting all suppliers/distributors/contractors to submit on specified date, a FINAL PROPOSALS from a legally, technically and financially capable suppliers/distributors/contractors.

The Procuring Entity shall draw up a list of at least three(3) suppliers/distributors/contractors of known qualifications which will submit proposal that meet the Procuring Entity's minimum technical requirement and should not exceed the ABC.

Interested suppliers/distributors/contractors may obtain application forms and further information from 8:00 A.M to 5:00 P.M., Monday to Friday at the BAC Secretariat's Office, DENR PENRO-ADN, Brgy. Tiniwisan Butuan City.

The deadline for the submission of bid proposals will be on December 20, 2025 Qualified proposals will be notified of award and contract execution.

The Department of Environment and Natural Resources PENRO-ADN has the rights to reject any proposals, annul, or not award the contract at any time prior to contract award, without thereby incurring any liability to the affected suppliers/distributors/contractors in accordance with Sec.41 of Revised IRR9184


BEN C. DACUMOS
DMO-V/Chief, TSO
BAC, Chair

Signature Over Printed Name

Company Name

Address

Canvass By:

Tel No. /Cellphone No. / e-mail address

TERMS AND CONDITIONS

1. Service Providers shall provide correct and accurate information required in this form
2. Service Providers may quote for any or all items, unless otherwise stated.
3. Price quotation/s must be valid for a period of sixty (60) calendar days from the closing date.
4. Price quotation/s, to be dominated in Philippine Pesos shall include all taxes, duties and/or levies payable.
5. Price quotations exceeding the Approved Budget for the Contract shall be rejected.

6. Award of Contract shall be made to the lowest calculated and responsive offer which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any alteration, erasures or overwriting shall be valid only if they are initialed by the authorized representative of the Service
8. The item/s and/or services shall be delivered according to the requirements specified herein/attached Terms of Reference.
9. The DENR shall have the right to review/examine submissions relative to the project to confirm conformity to the project requirements
10. Payment shall be made in accordance with the Terms of Conditions of the Contract.
11. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of contract not delivered within the prescribed completion period shall be imposed per day of delay. The DENR may rescind the Contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the Contract, without prejudice to other courses of action and remedies open to it

TERMS OF REFERENCE (TOR)

LABOR FOR THE INSTALLATION OF ADDITIONAL TRANSFORMER TO BALANCE THE 3-PHASE DISTRIBUTION TRANSFORMER BANK

I. BACKGROUND

DENR CENRO Tubay has experienced unbalanced load conditions in its existing 3-phase distribution transformer bank due to increased operational electrical demand. To prevent transformer overloading, ensure stable voltage levels, and support continuing office functions, an additional transformer will be installed. This TOR outlines the labor requirements necessary to successfully execute the installation and commissioning of the additional unit.

II. OBJECTIVES

The objective of this project is to procure qualified labor services for the installation of an additional transformer that will balance the load of the 3-phase distribution transformer bank, ensuring improved system safety, stability, and performance.

III. SCOPE OF WORK

This TOR covers labor services only, unless otherwise specified.

3.1 Pre-Installation Activities

- Conduct site inspection within the DENR CENRO Tubay premises.
- Coordinate with DENR engineers/representatives for installation layout and load balancing plan.
- Prepare tools, equipment, lifting devices, and PPE necessary for the job.

3.2 Installation Works

The contractor shall perform the following activities:

- Mount and secure the additional transformer on the designated pole/platform.
- Install primary and secondary electrical connections.
- Install or adjust cut-outs, fuses, lightning arresters, and other protective devices.
- Reconfigure conductors and loading arrangements to achieve phase balance.
- Conduct grounding and bonding as required.
- Ensure correct phasing, polarity, and connection alignment.

3.3 Testing & Commissioning

- Perform standard transformer tests (IR test, polarity check, continuity test, etc.).
- Assist in energization in coordination with DENR and the electric utility.
- Conduct load balancing checks on each phase after energization.
- Prepare and submit test results and as-built labor documentation.

IV. DELIVERABLES

The contractor must provide:

1. Completed installation of the additional transformer.
2. As-built diagrams/sketches of final configurations.
3. Test and commissioning reports.
4. Completion and turnover documents signed by DENR CENRO Tubay representatives.

V. ESTIMATED PROJECT COST

The total estimated cost for labor required for the installation and associated activities is ₱350,000.00. This amount covers labor, specialized tools, mobilization, testing, and commissioning activities.

VI. SAFETY REQUIREMENTS

The contractor shall:

- Follow DENR safety protocols, Philippine Electrical Code, OSH Standards, and utility safety requirements.
- Use proper PPE (hard hats, harnesses, rubber gloves, insulated boots, etc.).
- Implement Lock-Out/Tag-Out (LOTO) procedures.
- Conduct a toolbox meeting prior to the start of each workday.

VII. DURATION/TIMELINE

The entire activity shall be completed within **30 working days** from receipt of the Notice to Proceed (NTP) issued by PENRO Agusan del Norte.

VIII. REPORTING AND COORDINATION

- The contractor shall coordinate closely with **DENR CENRO Tubay** Engineering/Administrative Personnel and the electric utility provider.
- Daily progress reports shall be submitted throughout the duration of the installation.

IX. PAYMENT TERMS

Payment will be made upon successful completion of all tasks, submission of required documents, and acceptance by DENR CENRO Tubay based on the approved contract or purchase order.

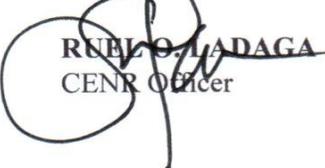
Prepared by:


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AA-VI/Admin. Staff

Recommending Approval:


ANIANA T. RADAGA
DMO IV/ Deputy CENRO

Approved by:


RUEL O. ADAGA
CENR Officer