



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

**REQUEST FOR QUOTATION**  
**No. 22-002**

The **Department of Budget and Management (DBM)** through its **Administrative Service**, intends to procure "**Procurement of Disinfection Box**" for CY 2022 in accordance with Section 53.9 (Negotiated Procurement–Small Value Procurement) of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **Forty-Eight Thousand Five Hundred Pesos (P 48,500.00)**. The period for the performance of the obligations shall not go beyond the validity of the appropriations for this Project.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than FEB 11 2022 2:00 PM.** at the Administrative Service – Procurement Management Division, Ground Floor DBM Bldg. III, General Solano St., San Miguel, Manila. Quotations may also be submitted through facsimile or email at the address and contact numbers indicated below.

A copy of your 2022 **Business/Mayor's Permit<sup>1</sup>** and **PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. A valid Certificate of PhilGEPS Registration (Platinum Membership) may be submitted in lieu of the Mayor's/Business Permit.

The **Omnibus Sworn Statement<sup>2</sup>** (GPPB-prescribed forms), **Income/Business Tax Return<sup>3</sup>** (for ABC's above Php 500k) will also be required to be submitted *prior to award*.

For any clarification, you may contact us at telephone no. **(02) 8657-3300 local 3115** or email address at **mdavid@dbm.gov.ph**.

**AARON ALBERTO A. ESCALONA**  
OIC-Chief Administrative Officer, AS-PMD

<sup>1</sup> In case of recently expired Mayor's/Business permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment in accordance with item 6.2 of Government Procurement Policy Board (GPPB) Resolution No. 09-2020.

<sup>2</sup> In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the notarized Omnibus Sworn Statement shall be submitted after award of contract but before payment in accordance with item 6.3 of GPPB Resolution No. 09-2020.

<sup>3</sup> Manually filed tax returns or filed through the EFPS

Date:

\_\_\_\_\_

<b>Name of Company:</b>	
<b>Address:</b>	
<b>Name of Store/Shop (if applicable):</b>	
<b>TIN:</b>	
<b>PhilGEPS Registration Number:</b>	

**INSTRUCTIONS:**

- (1) Accomplish this RFQ correctly, accurately and completely.
- (2) Do not alter the contents of this form in any way.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

**Sir/Madam:**

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

**TECHNICAL SPECIFICATION**

1. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.
2. Bidders must state "**Comply**" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each Specification

<b>Item</b>	<b>Description</b>	<b>Total Quantity</b>	<b>Bidder's Statement of Compliance</b>	<b>Unit Cost (Vat Inclusive)</b>	<b>Total Cost (Vat Inclusive)</b>
A	<b><u>Procurement of Disinfection Box</u></b>  Ultraviolet-C (UVC) disinfection and sterilization box with the following minimum features and specifications: <ul style="list-style-type: none"><li>➤ Disinfection method: UV-C germicidal lamp</li><li>➤ Box material: plastic</li><li>➤ Box exterior and interior: should have adequate cover and fitted with protective or reflectorized material to ensure UV-C protection for</li></ul>	13 units			

	<p>the user from harmful exposure</p> <ul style="list-style-type: none"> <li>➤ Dimensions: 30-50 liters; length and width should fit B4-size paper; depth should be enough to fit voluminous documents (2 reams thick) and/or other small items</li> <li>➤ Other features: power switch; built-in timer (up to 15 minutes)</li> <li>➤ Voltage: 220V</li> <li>➤ Power consumption: 18 watts maximum</li> </ul>				
B	<p><b><u>Warranties of the Contractor</u></b></p> <ul style="list-style-type: none"> <li>➤ Warranties against manufacturing defects, as well as parts and service;</li> <li>➤ Warranty periods: <ul style="list-style-type: none"> <li>a. Supply and Delivery of Disinfection Boxes - standard warranties under existing law</li> </ul> </li> <li>➤ Warranty shall commence upon issuance of the Certificate of Acceptance</li> </ul>				
<b>TOTAL COST:</b>					

*\*The above quoted prices are inclusive of all costs and applicable taxes.*

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone No.

\_\_\_\_\_  
Fax/Mobile No.

\_\_\_\_\_  
Email address/es



## SCHEDULE OF REQUIREMENTS

The delivery schedule expressed as weeks/months stipulates hereafter the delivery date to the project site.

Item	Description	Total Quantity	Delivery
A	Procurement of Disinfection Box <ul style="list-style-type: none"><li>➤ Place of delivery: Administrative Service, located at the ground floor of DBM Central Office Building III, Gen. Solano Street, San Miguel, Manila</li><li>➤ Supporting documents: Delivery receipt, sales invoice, official receipt, instruction manual, warranty certificate</li></ul>	13 units	Within fifteen (15) calendar days from the receipt by the Supplier of Notice to Proceed (NTP)

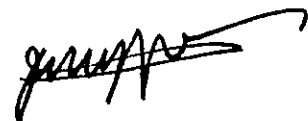
\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

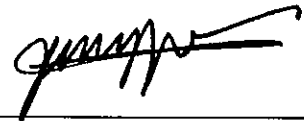
\_\_\_\_\_  
Office Telephone No.

\_\_\_\_\_  
Fax/Mobile No.

\_\_\_\_\_  
Email address/es



<b>FINANCIAL OFFER:</b>	
<b>Procurement of Disinfection Box</b>	
Approved Budget for the Contract	Your Total Offered Quotation
<b>Forty Eight Thousand Five Hundred Pesos (P 48,500.00)</b>	In words:
	In figures:



<b><u>Payment Details:</u></b>	Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user.
Banking Institution	
Account Number	
Account Name	
Branch	

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone No.

\_\_\_\_\_  
Fax/Mobile No.

\_\_\_\_\_  
Email address/es

### TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of *sixty (60) calendar days* from the date of submission of quotation.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The DBM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DBM shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
10. **Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.**
11. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DBM 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.
12. In compliance with Section 4.3 of Appendix 33 of the 2016 Revised IRR of RA No. 9184 and consistent with Administrative Order No. 34, s. 2020, the DBM shall publish in its official website and social media platform the following post-award information:
  - a) Project name;
  - b) Approved budget for the contract;
  - c) Contract period;
  - d) Name of the winning bidder and its official business address;
  - e) Amount of contract awarded;
  - f) Date of award and acceptance; and
  - g) Implementing office/unit/division/bureau of the concerned agency or instrumentality.

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone No.

\_\_\_\_\_  
Fax/Mobile No.

\_\_\_\_\_  
Email address/es

## **TERMS OF REFERENCE**

### **I. PROJECT TITLE**

Procurement of COVID-related Equipment

### **II. OBJECTIVE**

Purchase of the following equipment for use in the various offices in the DBM Central Office in order to boost COVID-19 prevention and mitigation efforts in the workplace:

- A. Eighty-two (82) units of Air purifiers; and
- B. Thirteen (13) units of Ultraviolet-C (UVC) sterilization and disinfection boxes (for documents and small items).

### **III. TECHNICAL SPECIFICATIONS**

- A. Air purification and filtration unit with the following minimum features and specifications:
  - 1. Air filtration process: At least 5 stages of air filtration
  - 2. Filters: With replaceable (commercially available) pre-filter and HEPA (high-efficiency particulate air/absorbing/arresting) filter (at least H13)
  - 3. Other effective air purification features: Ion technology that deactivates air impurities, and the like
  - 4. Effective Coverage: at least 30-50sqm. room area
  - 5. Clean Air Delivery Rate: at least 230sqm. per hour
  - 6. Operational functions/modes: Variable speed; sleep; timer
  - 7. Power consumption: 40 watts maximum
  - 8. Voltage: 220V
- B. Ultraviolet-C (UVC) disinfection and sterilization box with the following minimum features and specifications:
  - 1. Disinfection method: UV-C germicidal lamp
  - 2. Box material: plastic
  - 3. Box exterior and interior: should have adequate cover and fitted with protective or reflectorized material to ensure UV-C protection for the user from harmful exposure
  - 4. Dimensions: 30-50 liters; length and width should fit B4-size paper; depth should be enough to fit voluminous documents (2 reams thick) and/or other small items
  - 5. Other features: power switch; built-in timer (up to 15 minutes)
  - 6. Voltage: 220V
  - 7. Power consumption: 18 watts maximum

### **IV. SCHEDULE OF REQUIREMENTS**

- 1) Date of delivery: Within fifteen (15) calendar days from the receipt by the Supplier of Notice to Proceed (NTP)

- 2) Place of delivery: Administrative Service, located at the ground floor of DBM Central Office Building III, Gen. Solano Street, San Miguel, Manila.
- 3) Supporting documents: Delivery receipt, sales invoice, official receipt, instruction manual, warranty certificate

**V. WARRANTIES OF THE CONTRACTOR**

- 1) Warranties against manufacturing defects, as well as parts and service;
- 2) Warranty periods:
  - a. Air purifier - twelve (12) months for manufacturing defects and service;
  - b. UVC disinfection/sterilization box - standard warranties under existing law.
- 3) Supplier of air purifiers must have accredited/authorized service centers in Metro Manila
- 4) Warranty shall commence upon issuance of the Certificate of Acceptance.

**VI. TERMS OF PAYMENT**

- 1) One-time payment, subject to withholding of required taxes, as well as requirements under existing accounting and auditing laws, rules and regulations;
- 2) Payment shall be made within a reasonable time from the submission of complete documents as required by laws and rules, such as but not limited to the following:
  - a. Sales invoice, billing documents, delivery receipt;
  - b. Certificate of Acceptance issued by AS Director; and
  - c. Printed official receipt.

**VII. APPLICATION OF R.A. 9148 AND IMPLEMENTING RULES AND REGULATIONS, AUDITING LAWS AND RULES, AND THE GENERAL APPROPRIATIONS ACT**

In the implementation of the contract, the provisions of the R.A. 9148 and its Implementing Rules and Regulations (IRR), and auditing laws and rules, such as the Government Accounting Manual, and the General Appropriations Act, and relevant issuances, shall be observed.

