



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

REQUEST FOR QUOTATION
No. 22-016

The **Department of Budget and Management (DBM)** through its **Administrative Service**, intends to procure "**Supply and Delivery of Materials and Consumables for the Air-conditioning System**" 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 **Five Hundred Thirty-Six Thousand Pesos (P 536,000.00)**. 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 18 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 Latest **Business/Mayor's Permit¹** 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 Statement² (GPPB-prescribed forms), Income/Business Tax Return³ (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 MAD

¹ 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.

² 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.

³ Manually filed tax returns or filed through the EFPS

Date: _____

| | |
|--|--|
| Name of Company: | |
| Address: | |
| Name of Store/Shop (if applicable): | |
| TIN: | |
| PhilGEPS Registration Number: | |

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:

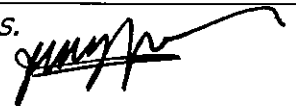
TECHNICAL SPECIFICATION

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

| Item | Description | Total Quantity | Bidder's Statement of Compliance | Unit Cost (Vat Inclusive) | Total Cost (Vat Inclusive) |
|-------------|--|--|---|----------------------------------|-----------------------------------|
| A | Supply and Delivery of Materials and Consumables for the Air-conditioning System <ul style="list-style-type: none">➤ Access Valve 1/4"➤ Aero Tape 2" Wide White➤ Aluminum Duct Tape 2" Width➤ Axial Fan (220Vac, 1 Phase, 50/60Hz, 35Watts, Thermally Protected), 6" Dia., 1.5" Thick, Model: 5915PC-23T-B30"➤ Capacitor 3μF / 450 Volts➤ Capacitor 30μF / 450 Volts➤ Capacitor 40μF / 450 Volts | 10 pcs. 30 pcs. 10 pcs. 14 pcs. 6 pcs. 7 pcs. 8 pcs. | | | |

| | | | | |
|--|----------|--|--|--|
| ➤ Capacitor 45µF / 450 Volts | 4 pcs. | | | |
| ➤ Capacitor 50µF / 450 Volts | 5 pcs. | | | |
| ➤ Dual Capacitor 370 Vac, 50/60 Hz, 45/2 µF (+/-5%) | 5 pcs. | | | |
| ➤ Dual Capacitor 400 Vac, 50/60 Hz, 6/50 µF (+/-5%) | 5 pcs. | | | |
| ➤ Fan Capacitor 450 Vac, 50/60 Hz, 3 µF | 20 pcs. | | | |
| ➤ Fan Capacitor 450 Vac, 50/60 Hz, 5 µF | 20 pcs. | | | |
| ➤ Flux, Aluminum | 4 ctr | | | |
| ➤ Freon R-22 | 15 tank | | | |
| ➤ Freon R-32 | 20 tank | | | |
| ➤ Freon R-410A | 40 tank | | | |
| ➤ Freon R-600, Big | 4 tank | | | |
| ➤ MAPP Gas 400Grms | 50 can | | | |
| ➤ Polyethylene Tape 4" Wide White | 40 roll | | | |
| ➤ Silver Rod (Standard Size) | 100 pcs. | | | |
| ➤ Thermal Grease (Thermal Conductivity >1.90 W/M-K Thermal Resistance <0/225C- In/W), 8 ml Per Tube | 10 pcs. | | | |
| ➤ Circuit Breaker (100 single @ 3 Phase) Square-D | 2 pcs. | | | |
| ➤ Circuit Breaker (60 Single @ 3 Phase) Square-D | 2 pcs. | | | |
| ➤ Circuit Breaker (40 Single @ 3 Phase) Square-D | 2 pcs. | | | |
| ➤ Circuit Breaker (30 Single @ 3 Phase) Square-D | 2 pcs. | | | |
| ➤ Miniature Breaker, 32 Amps., Three phase | 5 pcs. | | | |
| ➤ Miniature Breaker, 20 Amps., Single phase | 5 pcs. | | | |
| TOTAL COST: | | | | |

**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 | 1 st Batch | 2 nd Batch | Delivery Period |
|------|---|---|--|---|
| A | Supply and Delivery of Materials and Consumables for the Air-conditioning System <ul style="list-style-type: none"> ➤ Access Valve 1/4" ➤ Aero Tape 2" Wide White ➤ Aluminum Duct Tape 2" Width ➤ Axial Fan (220Vac, 1 Phase, 50/60Hz, 35Watts, Thermally Protected), 6" Dia., 1.5" Thick, Model: 5915PC-23T-B30" ➤ Capacitor 3µF / 450 Volts ➤ Capacitor 30µF / 450 Volts ➤ Capacitor 40µF / 450 Volts ➤ Capacitor 45µF / 450 Volts ➤ Capacitor 50µF / 450 Volts ➤ Dual Capacitor 370 Vac, 50/60 Hz, 45/2 µF (+/-5%) ➤ Dual Capacitor 400 Vac, 50/60 Hz, 6/50 µF (+/-5%) ➤ Fan Capacitor 450 Vac, 50/60 Hz, 3 µF ➤ Fan Capacitor 450 Vac, 50/60 Hz, 5 µF ➤ Flux, Aluminum ➤ Freon R-22 ➤ Freon R-32 ➤ Freon R-410A ➤ Freon R-600, Big ➤ MAPP Gas 400Grms ➤ Polyethylene Tape 4" Wide White ➤ Silver Rod (Standard Size) ➤ Thermal Grease (Thermal Conductivity >1.90 W/M-K Thermal Resistance <0/225C-In/W), 8 ml Per Tube ➤ Circuit Breaker (100 single @ 3 Phase) Square-D ➤ Circuit Breaker (60 Single @ 3 Phase) Square-D ➤ Circuit Breaker (40 Single @ 3 Phase) Square-D ➤ Circuit Breaker (30 Single @ 3 Phase) Square-D ➤ Miniature Breaker, 32 Amps., Three phase ➤ Miniature Breaker, 20 Amps., Single phase | 10 pcs. 15 pcs. 10 pcs. 10 pcs. 6 pcs. 7 pcs. 8 pcs. 4 pcs. 5 pcs. 5 pcs. 5 pcs. 10 pcs. 10 pcs. 4 ctr 10 tank 10 tank 20 tank 2 tank 25 can 20 roll 75 pcs. 10 pcs. 2 pcs. 2 pcs. 2 pcs. 2 pcs. 5 pcs. 5 pcs. | - 15 pcs. - 4 pcs. - - - - - - - 10 pcs. 10 pcs. - 5 tank 10 tank 20 tank 2 tank 25 can 20 roll 25 pcs. - - - - - - - - - | 1 st Batch – Thirty (30) working days upon receipt of Notice to Proceed (NTP) 2 nd Batch – On or before July 8, 2022 |



Signature over Printed Name

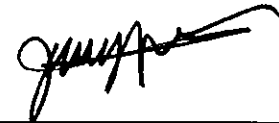
Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

| FINANCIAL OFFER: | |
|---|------------------------------|
| Supply and Delivery of Materials and Consumables for the Air-conditioning System | |
| Approved Budget for the Contract | Your Total Offered Quotation |
| Five Hundred Thirty Six Thousand Pesos (P 536,000.00) | In words: |
| | In figures: |



| | |
|--------------------------------|---|
| <u>Payment Details:</u> | 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