



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
REGIONAL OFFICE VIII  
VILLA RUIZ, BARANGAY 77, MARASBARAS, TACLOBAN CITY

**REQUEST FOR QUOTATION (RFQ)**  
**Supply, Delivery, Installation, Commissioning, and Testing of Cistern Tank, Water Pump and its Accessories, and Replacement of Sideport(SP)-21 Pressure Tank**

April 11, 2024

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

**Dear Sir/Madam:**

Please quote your price for the item specified below, taking into consideration the following:

**PROCUREMENT TERMS & CONDITIONS**

1. The Total Approved Budget for the Contract (ABC) is **One Hundred Fifty Five Thousand Three Hundred Pesos only (P155,300.00)**.
2. Price quotation should be inclusive of tax obligations.
3. **Evaluation of bids will be conducted on a "per lot" basis.**
4. Delivery period is **five (5) calendar days** upon receipt of the Notice of Award (NOA) and Purchase Order (PO) at the DBM-Regional Office VIII, Marasbaras, Tacloban City.
5. If awarded the contract, processing and payment shall be made within **seven (7) working days** upon receipt of Statement of Account after successful testing duly inspected by a Master Plumber/Registered Engineer from any government institution commissioned by the office.
6. Refusal to accept an award maybe ground for imposition of administrative sanctions under Rule XXIII of the 2016 Revised IRR of RA 9184.
7. Failure of the supplier to deliver goods and render services under the contract within the specified delivery schedule shall be liable for damages for the delay pursuant to Sec. 3 Annex D of the 2016 Revised IRR of RA 9184.
8. The BAC upon consultation with the end-user unit, may cancel or terminate the conduct of procurement activities pursuant to Sec. 35.6 of the 2016 Revised IRR of RA 9184. Moreover, the Head of the Agency reserves the right to reject any and all bids, declare a failure of bidding or not award the contract per Sec. 41 of the same IRR.
9. **This RFQ must be duly filled out supported with the following documents, and the same must be sealed and submitted manually/on-site or through courier not later than April 17, 2024 @ 9:30 AM, DBM Bundy Clock Time:**
  - a. 2024 Mayor's/Business Permit but if not yet available, the recently expired Mayor's/Business Permit, subject however, to submission of 2024 Mayor's/Business Permit after award of contract but before payment; and
  - b. Omnibus Sworn Statement (OSS) using the attached prescribed format. Unnotarized OSS will be accepted subject to submission of a notarized OSS after award of contract but before payment
10. **The supplier's PhilGEPS Registration Number must likewise be indicated at the 4<sup>th</sup> page of this RFQ.**

**Address of bid submission:**

**FLORITA M. LACDO-O, BAC Chairperson**  
 DBM-Regional Office No. VIII  
 Villa Ruiz, Marasbaras, Tacloban City

  
**ENERIZA A. REALINO**  
 Canvasser

  
**FLORITA M. LACDO-O**  
 BAC Chairperson

I have read and understood the Procurement Terms & Conditions. By signing this quote, I hereby agree and bind myself to the Terms & Conditions indicated in this RFQ.

**Supply, Delivery, Installation, Commissioning, and Testing of Cistern Tank, Water Pump and its Accessories, and Replacement of Sideport(SP)-21 Pressure Tank**

Lot	Qty	Unit	Particulars	ABC	BID PRICE	
					U/P	Total Amount
1			<b>SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING, AND TESTING OF CISTERN TANK, WATER PUMP AND ITS ACCESSORIES, AND REPLACEMENT OF SIDEPORT(SP)-21 PRESSURE TANK</b>	155,300		
	1	piece	<b>Items and Equipment:</b> <b>Motor Pump 0.75 hp</b> Pump Body: Cast iron with epoxy electro Coating treatment, with threaded ports Body Backplate: Stainless Steel AISI 304 Electric Motor: Single Phase 220V- 60hz with Thermal overload protector			
	1	piece	<b>Stainless Storage Tank Cylindrical Water Storage Tank</b> Orientation: Vertical Capacity: 1000 liters With frame support			
	2	piece	Liquid Level Control Switch			
	5	piece	1" PPR pipe			
	6	piece	1" PPR Male adoptor			
	15	piece	1"x90deg PPR Elbow			
	4	piece	1" PPR Union			
	3	piece	1" PPR Shut-off valve			
	20	piece	1/2" PVC Clip			
	1	piece	12" cable tie			
	5	pack	3/4" teflon tape			
	1	roll	Electrical Tape			
	1	piece	20 amp Safety Breaker with cover			
	1	piece	3.5mm x 40m length Stranded Wire			
	1	piece	1/2" x 20m length flexible hose			
	15	pack	Portland Cement			
	1.5	cu.m.	Fine Sand			
	2.5	cu.m.	3/4" gravel			
	26	piece	10mm Ø rsb			
	1	lot	Labor			
			<b>Scope of works:</b> - Conduct a thorough site assessment to determine the optimal location for the Pump and tank installation - Assess existing Plumbing and			

		<p>infrastructure relevant to the installation</p> <ul style="list-style-type: none"> <li>- Install necessary valves, filters, and pressure regulations.</li> <li>- Install Control panel and safety features for efficient pump operation</li> <li>- Conduct Comprehensive Testing of the Entire System, including the pump, piping and control mechanism.</li> <li>- Site clearing, Site leveling, Compaction and Concrete pouring of Slab (W=1.8m; L=1.8m; H=0.1m)</li> </ul> <p><b>Replacement of SP-21 Pressure Tank</b></p> <p><b>Items and Equipment:</b></p> <p><b>Pressure Tank</b></p> <p>1 piece SP-21 Pressure Tank</p> <p>1 piece Liquid Level Control Switch</p> <p>1 piece 1" PPR pipe</p> <p>2 piece 1" PPR Male adoptor</p> <p>2 piece 1"x90deg PPR Elbow</p> <p>1 piece 1" PPR Union</p> <p>1 piece 1" PPR Shut-off valve</p> <p>2 roll 3/4" teflon tape</p> <p>2 piece Electrical Tape</p> <p>1 lot Labor</p> <p><b>Scope of works:</b></p> <ul style="list-style-type: none"> <li>- Replacement of Pressure Tank</li> <li>- Assess existing Plumbing and infrastructure relevant to the installation</li> <li>- Install necessary valves, filters, and pressure regulations.</li> <li>- Conduct Comprehensive Testing of the Entire System, including the pump, piping and control mechanism.</li> </ul> <p><b>Terms and Conditions</b></p> <p>*Site visit is encouraged before quotation.</p> <p>*Service and parts must be available within Three (3) calendar days upon report of damage and defect.</p> <p>*DBM Inspection Committee shall at all reasonable times be entitled to examine, inspect, measure, and test the materials and workmanship, and to check the progress of the said project.</p> <p>*Please see attached layout</p> <p><b>Delivery Period:</b></p> <p>Five (5) Calendar Days upon receipt of NOA and PO</p> <p><b>Warranty:</b></p> <p>One(1) Year on parts and service</p> <p>The obligation for the warranty shall be covered by either retention money in an amount equivalent to at least three percent (3%) or a special bank guarantee equivalent to at least three percent (3%) of the total contract price. The said amount shall only be released after the lapse of the warranty period.</p>			
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			<p><b>Payment:</b> Payment shall be made within seven (7) working days after successful testing duly inspected by a Master Plumber/Registered Engineer from any government institution commissioned by the office.</p>			
				155,300		

**Please fill-out this portion LEGIBLY and COMPLETELY:**

Signature over Printed Name of Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Position in Firm: \_\_\_\_\_

Business Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_

**PhilGEPS Registration No.** \_\_\_\_\_

**FORMAT OF THE OMNIBUS SWORN STATEMENT (FOR SOLE PROPRIETORSHIP)****Omnibus Sworn Statement (Revised)***[shall be submitted with the Bid]*

REPUBLIC OF THE PHILIPPINES )  
 CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I, *[Name of Affiant]* \_\_\_\_\_, of legal age, *[Civil Status]* \_\_\_\_\_,  
*[Nationality]* \_\_\_\_\_, and residing at *[Address of Affiant]* \_\_\_\_\_,  
 after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the sole proprietor or authorized representative of *[Name of Bidder]* \_\_\_\_\_ with office address at *[address of Bidder]* \_\_\_\_\_;
2. 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 *[Name of the Project]* \_\_\_\_\_ of the DBM-Regional Office No. VIII, as shown in the attached duly notarized Special Power of Attorney;
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 as defined and provided for in the Uniform Guidelines on Blacklisting;**
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. The owner or sole proprietor is not related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. *[Name of Bidder]* \_\_\_\_\_ complies with existing labor laws and standards; and
8. *[Name of Bidder]* \_\_\_\_\_ is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;

- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*\_\_\_\_\_.

9. *[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.

**10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
*NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE*  
*[Insert signatory's legal capacity]*  
Affiant

**[Jurat]**  
*[Format shall be based on the latest Rules on Notarial Practice]*

**FORMAT OF THE OMNIBUS SWORN STATEMENT (FOR PARTNERSHIP/CORPORATION OR JOINT VENTURE)**

**Omnibus Sworn Statement (Revised)**

*[shall be submitted with the Bid]*

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I, *[Name of Affiant]* \_\_\_\_\_, of legal age, *[Civil Status]* \_\_\_\_\_, *[Nationality]* \_\_\_\_\_, and residing at *[Address of Affiant]* \_\_\_\_\_, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the duly authorized and designated representative of *[Name of Bidder]* \_\_\_\_\_ with office address at *[address of Bidder]* \_\_\_\_\_;
2. 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 *[Name of the Project]* \_\_\_\_\_ of the DBM Regional Office No. VIII, as shown in the attached \_\_\_\_\_ *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)]*;
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 as defined and provided for in the Uniform Guidelines on Blacklisting;**
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. *[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* \_\_\_\_\_ is related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* \_\_\_\_\_ is related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* \_\_\_\_\_ complies with existing labor laws and standards; and
8. *[Name of Bidder]* \_\_\_\_\_ is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
- Carefully examining all of the Bidding Documents;
  - Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]* \_\_\_\_\_.
9. *[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.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
 NAME OF BIDDER OR ITS AUTHORIZED  
 REPRESENTATIVE

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*