



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

**REQUEST FOR QUOTATION**  
**No. 23-074**

The **Department of Budget and Management (DBM)** through its **Administrative Service**, intends to procure "**Supply, Delivery, Fabrication, and Installation of Elevated Cistern Tank**" for FY 2023 in accordance with **Section 53.9** (Negotiated Procurement – Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein, **subject to the attached Annexes A and B (Terms and Conditions)**, provided as part of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **no later than November 10, 2023, 2:00 p.m.** at the Administrative Service – Procurement Management Division, Ground Floor, DBM Bldg. III, General Solano St., San Miguel, Manila. Quotations may also be submitted through the email address indicated below.

A copy of your 2023 **Business/Mayor's Permit** and **PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. A **valid and updated** PhilGEPS Registration Certificate (Platinum Membership) (**all pages**) may be submitted in lieu of the Mayor's/Business Permit.

The Supplier/Service Provider with the Single/Lowest Calculated Quotation shall submit its **Omnibus Sworn Statement (GPPB-prescribed forms), Income/Business Tax Return<sup>1</sup> (for ABC's above Php 500k)** within a non-extendible period of five (5) calendar days from receipt of the notice from the Administrative Service that it submitted the Single/Lowest Calculated Quotation.<sup>2</sup>

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

**AARON ALBERTO A. ESCALONA**  
Chief Administrative Officer

<sup>1</sup>Manually filed tax returns or filed through the EFPS

<sup>2</sup>Failure to submit the required documents on time, or a finding against the veracity thereof, shall disqualify the supplier/service provider for award. In case the notice for the submission of post-qualification documents is sent via the bidder's email, it shall be considered as received by the bidder on the date and time the email was sent, whether or not the bidder acknowledged the said email. It shall be the bidder's responsibility to check its/his/her email for the purpose.

Date: \_\_\_\_\_

Name of Company: \_\_\_\_\_

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

Name of Store/Shop: \_\_\_\_\_

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

TIN: \_\_\_\_\_

PhilGEPS Registration Number: \_\_\_\_\_

**INSTRUCTIONS:**

- (1) Accomplish this Request for Quotation (RFQ) correctly and accurately.
- (2) The use of this RFQ is highly encouraged to minimize errors or omissions of the mandatory provisions.  
If a different form is used other than the RFQ, the quotation shall contain all the mandatory provisions, including manifestation on the agreement with the Terms and Conditions below.  
In case a prospective supplier or service provider submits a filled-out RFQ with a supporting document (i.e., price quotation in a different format), both documents shall be considered unless there is any discrepancy. In this case, provisions in the RFQ shall prevail.
- (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 the 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.	<b>Supply, Delivery, Fabrication, and Installation of Elevated Cistern Tank</b> - See attached detailed technical specifications	<b>1 lot</b>			

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



<b><u>SCHEDULE OF REQUIREMENTS</u></b>		<b><u>Bidder's Statement of Compliance</u></b>
A.	<b>Supply, Delivery, Fabrication, and Installation of Elevated Cistern Tank</b> - See attached schedule of requirements	

<b><u>FINANCIAL OFFER</u></b>	
<b>Approved Budget for the Contract</b>	<b>Total Offered Quotation</b>
<b>Nine Hundred Seventy Eight Thousand Pesos Only</b>  <b>(Php 978,000.00)</b>	In words: _____ _____ _____ In figures: _____ _____ _____

<b><u>Payment Details:</u></b>	
<b><u>Payment Terms:</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, subject to other payment terms as prescribed in this RFQ.
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 the 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 the 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. 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, subject to other payment terms as prescribed in this RFQ.
12. 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.

13. 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. of 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;
- g) Implementing office/unit/division/bureau of the concerned agency or instrumentality.

**CONFORME:**

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Signature over Printed Name

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Position/Designation

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Office Telephone No.

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Fax/Mobile No.

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Email address/es



## ***Section VI. Schedule of Requirements***

The delivery schedule stipulates hereafter the date of delivery to the project site.

<b>Item</b>	<b>Description</b>	<b>Quantity</b>	<b>Duration</b>
1.	Supply, Delivery, Fabrication and Installation of Elevated Cistern Tank and Pad. in accordance with Annex "A" (Detailed Technical Specifications) of Section VII. Technical Specifications.	1 lot	Within thirty (30) Calendar Days upon receipt of the Notice to Proceed  Working hours: allowed up to twenty-four (24) hours per day
2	Submission of Warranty Certificate		Within three (3) working days upon acceptance by the AS

The period for the performance of the obligations under the Contract shall not be beyond the validity of the appropriation for the Project.

**I hereby certify to comply and deliver all the above requirements.**

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature Over Printed Name of Representative

\_\_\_\_\_  
Date



## ***Section VII. Technical Specifications***

Bidders must state here either "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each "Specification."

<b>Specifications</b>	<b>Bidder's Statement of Compliance</b>
<b>I. General Conditions/Specifications of the Contract</b> <i>(see attached Annex "A" [Detailed Technical Specifications], item 3.0)</i>	
<b>II. Scope of Work</b> <i>(see attached Annex "A" [Detailed Technical Specifications], item 4.0)</i>	
<b>III. Warranty of the Supplier</b> <i>(see attached Annex "A" [Detailed Technical Specifications], item 5.0)</i>	

**I hereby certify to comply with all the above Technical Specifications.**

\_\_\_\_\_  
**Name of Company/Bidder**

\_\_\_\_\_  
**Signature Over Printed Name of Representative**

\_\_\_\_\_  
**Date**

*fo*

### Detailed Technical Specifications

#### 1.0 Project Title

Supply, Delivery, Fabrication and Installation of Elevated Cistern Tank and Pad

#### 2.0 Objective

To provide sufficient water supply for the DBM Building I.

#### 3.0 General Conditions/Specifications of the Contract

##### 3.1 Obligations of the Supplier

During contract implementation, the Supplier shall deliver the obligations arising from this contract with the following conditions:

- 3.1.1 Conduct survey of the actual site condition prior to implementation of the contract.
- 3.1.2 Confinement of all works within the areas designated by the AS while strictly following the Local and National Building Code, national laws for public safety, Workmen's Compensation Act 1906, and proper working conditions.
- 3.1.3 Provision of all needed materials, tools, equipment, manpower, and supervision for the project.
- 3.1.4 Cleaning, clearing and hauling of any debris, construction wastes, refuse, junk, etc.
- 3.1.5 Provision and placement of temporary barricades, railings, fencing, warning signs and lights for the duration of the project.
- 3.1.6 Keep the premises free from accumulation of waste materials or rubbish caused by the works, at all times. At the completion of the work, the Supplier shall remove all its rubbish from and about the building and all its tools, scaffoldings and surplus materials.
- 3.1.7 Protection of all adjoining property from any damage.
- 3.1.8 Protection of the construction site from any untoward incident within its control.

##### 3.2 General Conditions of the Contract

- 3.2.1 The specifications shall be interpreted solely by the AS. No excuses shall be entertained for misinterpretation on the specifications after the award of the contract. All work, as deemed included in the Contract by the AS, shall be carried out properly by the Supplier.
- 3.2.2 The Supplier is required to verify with the AS all details, may it be for architectural and plumbing, before implementation of works.
- 3.2.3 Correction of work before final payment: The Supplier shall promptly replace and re-execute all work/s determined by the AS as failing to conform to the Contract, without expense to the DBM.
- 3.2.4 Damages caused in the installation of elevated cistern tank due to the Supplier's fault shall be repaired/restored by the Supplier, at no additional cost to the DBM.
- 3.2.5 Correction of work after final payment: Neither the issuance of the certificate of acceptance nor payment nor any provision in the bidding documents shall relieve the Supplier of its responsibility for defects and damages resulting from faulty materials or poor workmanship which shall appear within a period of one (1) year from the date of acceptance of work by the DBM. The Supplier shall remedy any





and all defects arising from faulty materials or poor workmanship and pay for any damage to other works resulting therefrom.

- 3.2.6 DBM shall not be responsible for: (a) death or injury of the Supplier's employees; and (b) any damage to the Supplier's equipment or materials.
- 3.2.7 The plans and specifications shall be considered as cooperatives and all labor materials in one and not mentioned or indicated in the other or vice versa shall be verified by the Supplier to the AS prior to delivery and installation.
- 3.2.8 All drawings shall be carefully followed according to the scale of the drawing, but if they are not indicated, the numerical rotations must be followed and not the scale of the drawing and specifications. In case of discrepancies on figures or drawings or site condition the matter shall immediately be submitted to the Administrative Service before any adjustment shall be made and without extra compensation to DBM.
- 3.2.9 No change in drawing and specification shall be made without the approval of the AS.
- 3.2.10 Once the project is completed, a joint inspection for workmanship shall be done prior to acceptance where both parties shall be present. Any deficiencies found shall immediately be rectified and complete by the Supplier.

### **3.3 Elevated Cistern tank and pad**

- 3.3.1 The water tank shall be made of 100% Grade 304 Stainless Steel.
- 3.3.2 The water tank shall have a dimension of 16mm external dia. and 4 meter length.
- 3.3.3 Shall have a capacity of 7000 Liters/ 1860 gals.
- 3.3.4 The water tank shall rest on a pedestal or tank pad.
- 3.3.5 Shall have a manhole with cover having a minimum opening of 500 mm.
- 3.3.6 The water tank shall be horizontal type with tough support stand made of stainless steel with sizes of 8mm x 100mm x 100mm angle bar as main frame, 5mm x 50mm x 50mm angle bar and 5mm x 50mm flat bar as support bracings.
- 3.3.7 Shall have sturdy nylon accessories.
- 3.3.8 The drain outlet shall be made of Grade 304 Stainless Steel.
- 3.3.9 All connections shall be fully welded using e60 electrodes.
- 3.3.10 See "Annex B" (for construction plan).

### **3.4 Painting**

- 3.4.1 The Supplier shall furnish all labor materials and tools necessary for completion of all painting which includes restoration of wall and other structures which had been affected by the work.
- 3.4.2 All paint materials shall be subject to inspection and approval before any such brand shall be used in this painting works with 1 coat for epoxy primer, 1 coat initial paint and 1 coat final paint Quick Dry Enamel.
- 3.4.3 All exposed exterior concrete surface affected of the work shall be painted 2 coats of elastomeric paints
- 3.4.4 Color paint shall be pre-approved prior to application.

### **4.0 Scope of Work**

- 4.1 Mobilization
- 4.2 Clearing and cleaning of site
- 4.3 Supply, fabrication and installation of elevated water tank and pad such as indicated in the plan.

- 4.4 Fabrication and installation of supplier's hoisting equipment for approval of DBM, if necessary.
- 4.5 Major welding works shall be done off-site.
- 4.6 Provide protection at all times on the affected working area.
- 4.7 Application of paints should consist of 3 coats, epoxy primer paint, initial coating and final coating of quick dry enamel or as needed.
- 4.8 Re-touching of support stand and welded connections after installation as needed.
- 4.9 Demobilization;

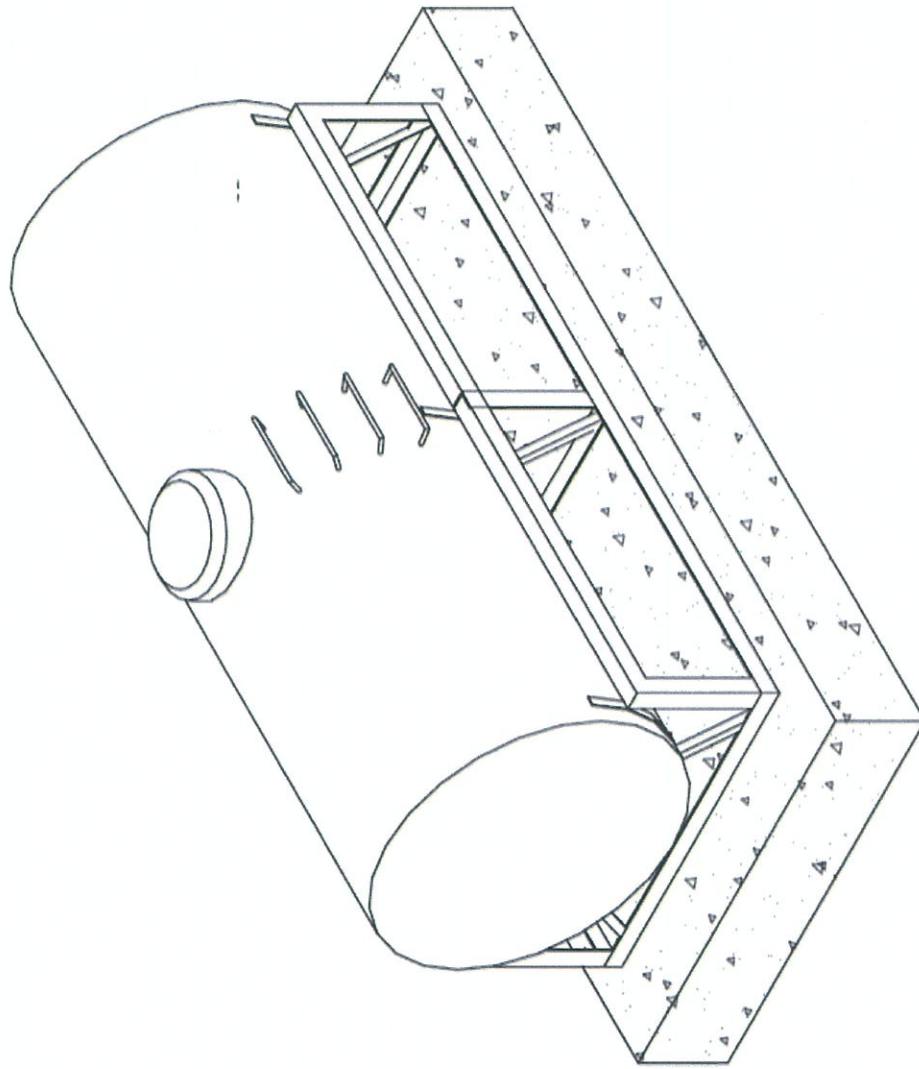
All works shall be done on standard engineering procedures and workmanship.

All workers shall follow the health and safety protocol being implemented on site e.g. wearing of face mask/PPE (Personal Protective Equipment).

#### **5.0 Warranty of the Supplier**

One (1) year warranty shall commence on the day the AS issues the Certificate of Acceptance.

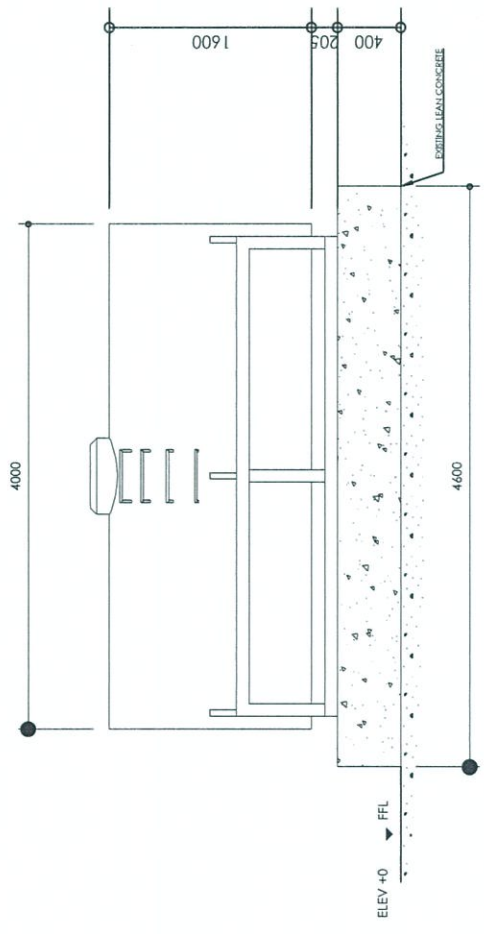
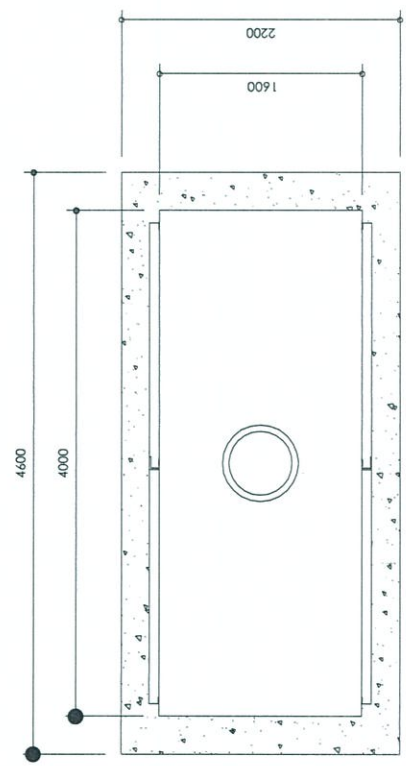
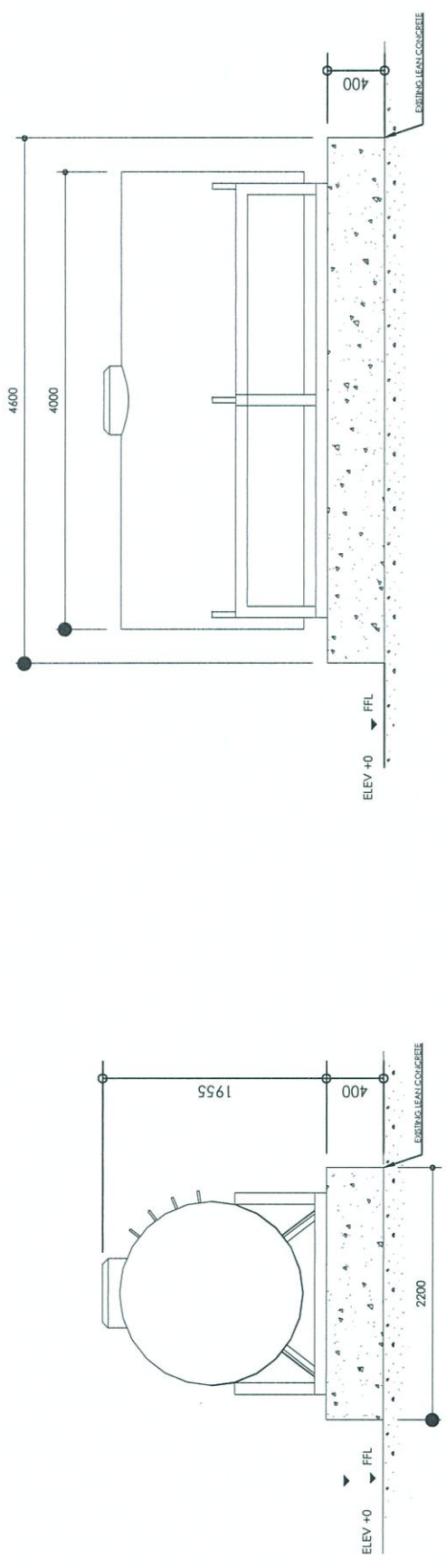







ELEVATED WATER TANK  
A ISOMETRIC VIEW

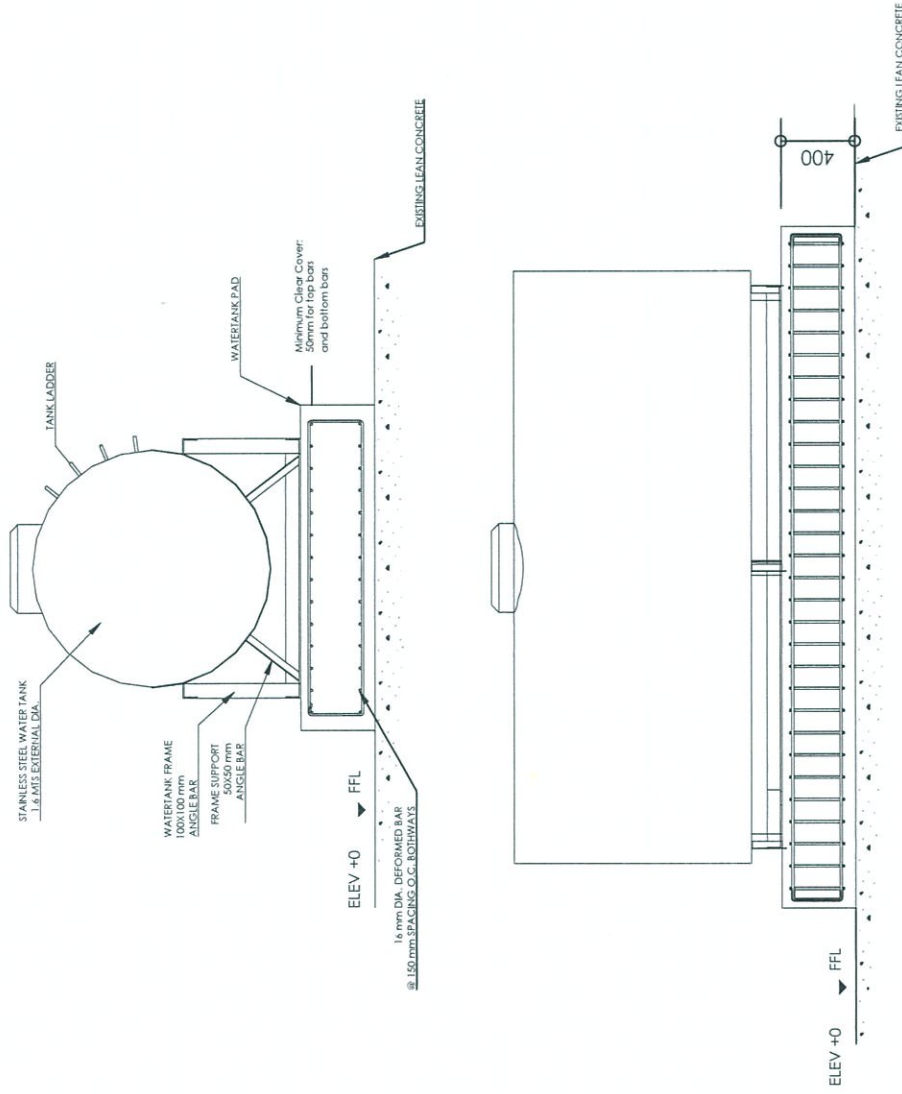
 DEPARTMENT OF BUDGET AND MANAGEMENT	PROJECT TITLE: SUPPLY, DELIVERY, FABRICATION AND INSTALLATION OF ELEVATED CISTERN TANK AND PAD AT DBM BUILDING 1	PREPARED BY:  ENGR. PATRICK LENARD V. JAYNATARIO ADMINISTRATIVE OFFICER IV	CHECKED BY:  ENGR. CONRADO O. IGNACIO III ADMINISTRATIVE OFFICER V	REVIEWED BY: ATTY. RAMON VICENTE B. ASUNCION DIRECTOR IV, ADMINISTRATIVE SERVICE	APPROVED BY: ASEC. ACHILLES GERARD C. BRAVO FOUR, INTERNAL MANAGEMENT GROUP	SHEET CONTENT: 1. ELEVATED WATER/CISTERN TANK ISOMETRIC VIEW  SHEET NO.: A-2
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ELEVATED CISTERN TANK  
A  
ELEVATION VIEWS  
01 10 2017

 DEPARTMENT OF BUDGET AND MANAGEMENT	PROJECT TITLE: SUPPLY, DELIVERY, FABRICATION AND INSTALLATION OF ELEVATED CISTERN TANK AND PAD AT DBM BUILDING 1	PREPARED BY:  ENGR. PATRICK LENARD V. JAYNARRO ADMINISTRATIVE OFFICER IV	CHECKED BY:  ENGR. CONRADO O. IGNACIO III ADMINISTRATIVE OFFICER V	REVIEWED BY: ATTY. RAMON VICENTE B. ASUNCION DIRECTOR IV, ADMINISTRATIVE SERVICE	APPROVED BY: ASEC. ACHILES GERARD C. BRAVO FOUR INTERNAL MANAGEMENT GROUP	SHEET CONTENT: 1. ELEVATED CISTERN TANK ELEVATION VIEWS	SHEET NO.: A-3
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ELEVATED CISTERN TANK  
AND PAD DETAIL

 <p>DEPARTMENT OF BUDGET AND MANAGEMENT</p>	<p>PROJECT TITLE:</p> <p>SUPPLY, DELIVERY, FABRICATION AND INSTALLATION OF ELEVATED CISTERN TANK AND PAD AT DBM BUILDING 1</p>	<p>PREPARED BY:</p> <p><i>Page</i> ENGR. PATRICK LEONARD V. JAYVARO ADMINISTRATIVE OFFICER IV</p>	<p>CHECKED BY:</p> <p><i>Conrado O. Ignacio III</i> ENGR. CONRADO O. IGNACIO III ADMINISTRATIVE OFFICER V</p>	<p>REVIEWED BY:</p> <p>ATTY. RAMON VICENTE B. ASINICION DIRECTOR OF IV ADMINISTRATIVE SERVICE</p>	<p>APPROVED BY:</p> <p>ASEC. ACHILLES GERARD C. BRAVO FOUR INTERNAL MANAGEMENT GROUP</p>	<p>SHEET CONTENT:</p> <p>1. ELEVATED CISTERN TANK AND PAD DETAIL</p> <p>SHEET NO.:</p> <p>S-1</p>
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