



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
MIMAROPA REGIONAL OFFICE

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December 16, 2024

**REQUEST FOR QUOTATION**  
(RFQ No. 2024-025)

**SUPPLY AND DELIVERY OF HEAVY-DUTY FAN AND AIR COOLER**

The Department of Budget and Management (DBM) MIMAROPA Regional Office hereinafter referred to as "Procuring Entity" (PE), through its Bids and Awards Committee (BAC), invites interested parties to submit price quotation for Supply and Delivery of Heavy-Duty Fan and Air Cooler, through Negotiated Procurement- Small Value Procurement (Sec. 53.9, IRR of RA. No. 9184) with a total Approved Budget for the Contract (ABC) of **Thirty-Seven Thousand Seven Hundred Pesos (P37,700.00)**.

All items listed under the PE's specifications/ terms of services must be complied with on a pass-fail basis. Failure to meet any of the requirements will result in disqualification. Likewise, it is understood that PE's specifications/ terms of service are minimum requirements. The Bidder/Service Provider may offer higher specifications/ terms of services or additional items.

Likewise, in accordance with Section 54.6 and Appendix A of Annex "H" (Consolidated Guidelines for the Alternative Methods of Procurement) of the IRR of RA 9184, the service provider shall provide the following documentary requirements, which shall be submitted together with the duly accomplished Quotation Form (Attachment A), as a **condition for the award** of contract:

1. PhilGEPS Registration Number; and
2. FY 2024 Mayor's/Business Permit.

PhilGEPS Platinum Registration Certificate may be submitted in lieu of eligibility documents 1 and 2.

Bidders must state in the Quotation Form either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in the bidder's quotation and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data, etc., as appropriate.

Your price quotation must be in Philippine Peso and must include the unit price and total price, inclusive of all taxes to be paid and other incidental costs to the delivery site if the contract is awarded.

All quotations may be typewritten or handwritten and must be placed in a sealed envelope marked as "Supply and Delivery of Heavy-Duty Fan and Air Cooler (RFQ No. 2024-025)" and must be delivered/submitted on **December 23, 2024, 1:00 PM** at the DBM MIMAROPA Regional Office, 2<sup>nd</sup> Floor CSP Bldg., 815 Quezon Avenue, Brgy. Sta. Cruz, Quezon City. Quotations may also be submitted through the email address indicated below. Late quotations shall not be accepted and considered.

**Opening of Quotations/Proposals shall be on December 23, 2024, at 3:00 PM**, at DBM MIMAROPA Regional Office Conference Room, 2nd Floor CSP Bldg., 815 Quezon Avenue, Brgy. Sta. Cruz, Quezon City. Quotations shall be valid for one hundred twenty (120) calendar days from the deadline of submission of the same.

The DBM MIMAROPA Regional Office reserves the right to accept or reject any quotation and to annul the procurement process and reject all quotations at any time before the Contract award, without thereby incurring any liability to the affected bidder/service provider or bidders/service providers. DBM MIMAROPA Regional Office also reserves the right to waive any required formality in the proposals received and select the proposal that it determines to be most advantageous to the government.

For further information, you may contact us at telephone no. (02) 8374-7839 or email address at [grivera@dbm.gov.ph](mailto:grivera@dbm.gov.ph) and [jgamboa@dbm.gov.ph](mailto:jgamboa@dbm.gov.ph)



**GEMMA P. RIVERA**

Acting Chief Administrative Officer

## QUOTATION FORM

### THE CHAIRPERSON

Bids and Awards Committee  
Department of Budget and Management  
MIMAROPA Regional Office  
2<sup>nd</sup> Floor CSP Bldg., 815 Quezon Ave., Brgy. Sta. Cruz, Quezon City

**Sir:**

Having examined the subject Request for Quotation (RFQ) including the Technical Specifications/Requirements, we, the undersigned offer to supply/deliver and install the following items (with our unit price and total price):

Item/ Lot No.	Qty	Item Description	Bidder's Statement of Compliance	Unit Price	Total Price
<b>Supply and Delivery of Heavy-Duty Fan and Air Cooler</b>					
1	1 unit	<b>Heavy Duty Fan</b> <ul style="list-style-type: none"><li>- 30" Tripod type industrial fan</li><li>- 280 watts power</li><li>- 3 fan speed control with oscillation</li><li>- with built-in thermal fuse</li><li>- adjustable height 170-183cm</li></ul>			
	1 unit	<b>Air Cooler</b> <ul style="list-style-type: none"><li>- 200 to 250 watts power</li><li>- For up to 60- 75sqm. area</li><li>- Heavy Duty Type</li><li>- With LED Control Panel and remote control</li><li>- at least 180 liter water tank capacity</li><li>- Floor Standing with caster wheels</li></ul>			

We undertake, if our Quotation(s)/Proposal(s) is/are accepted to perform the services/deliver the above goods/services as identified in the Technical Specifications/Requirements on the specified date.

We agree to abide by this Quotation for a period of one hundred twenty (120) calendar days after the dated deadline of submission specified in your RFQ.

We understand that payment for items delivered will be made to the winning bidder/service provider after the inspection and acceptance of goods/services delivered.

Until a formal Contract/Purchase Order is prepared and executed, this Proposal, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

\_\_\_\_\_  
Supplier's/authorized representative signature over printed name

\_\_\_\_\_  
Date

Designation: \_\_\_\_\_

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

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

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

Tax Identification Number (TIN): \_\_\_\_\_

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