



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

REQUEST FOR QUOTATION
No. 25-055



The **Department of Budget and Management (DBM)**, through its **Administrative Service (AS)**, intends to procure "**Supply, Delivery, Installation, Testing, and Commissioning of Pressure Tank and Booster Pumps, including Motor Control Panel for DBM Central Office Building III and Multi-Purpose Building**" for FY 2025 in accordance with **Section 34** (Small Value Procurement) of the Implementing Rules and Regulations of Republic Act No. 12009 or the New Government Procurement Act.

Please quote your **best offer** for the item/s described herein, **subject to the attached Annexes A, B (Terms and Conditions), and C (Detailed Technical Specifications)** provided as part of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than October 24, 2025, 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 the email address indicated below.

A copy of your **2025 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)** with **attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable**, and **Income/Business Tax Return (for ABC's above Php 500k)**¹ 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 Quotation².

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


AARON ALBERTO A. ESCALONA
Director III, and Concurrent
Chief Administrative Officer 

¹ Manually filed tax returns or filed through the Electronic Filing and Payment System (EFPS)

² Failure to submit the required documents on time, or a finding against the veracity thereof, shall disqualify the supplier/service

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 of 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 SPECIFICATIONS

- 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.

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)
One (1) Lot Supply, Delivery, Installation, Testing and Commissioning of Pressure Tank and Booster Pumps, Including Motor Control Panel for the DBM Central Office Building II and Multi-Purpose Building					
A.	Pressure Tank (See attached Annex C for the Detailed Technical Specifications, Sections 4.1.2.1 and 4.1.2.1.1)	1 Unit	_____ ←	_____ ←	_____ ←
B.	Booster Pump (See attached Annex C for the Detailed Technical Specifications, Sections 4.1.2.2 and 4.1.2.2.1)	2 Units	_____ ←	_____ ←	_____ ←
C.	Electrical Panel and Controller (See attached Annex C for the Detailed Technical Specifications, Sections 4.1.2.3 and 4.1.2.3.1)	1 Lot	_____ ←	_____ ←	_____ ←
D.	Installation, Testing, Commissioning, and Labor Works	1 Lot	_____ ←	_____ ←	_____ ←
E.	Scope of Work (See attached Annex C for the Detailed Technical Specifications, Section 4.0)		_____ ←		N/A
F.	Submission of Work Plan (See attached Annex C for the Detailed Technical Specifications, Section 4.2)		_____ ←		N/A
G.	General Requirements (See attached Annex C for the Detailed Technical Specifications, Section 4.3)		_____ ←		N/A
H.	Conduct of Project Activities (See attached Annex C for the Detailed Technical Specifications, Section 4.4)		_____ ←		N/A
I.	Submission of Warranty Certificate (See attached Annex C for the Detailed Technical Specifications, Section 4.5)		_____ ←		N/A

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

SCHEDULE OF REQUIREMENTS

Item	Description	Quantity	Delivery Schedule	Bidder's Statement of Compliance
1.	Submission of Work Plan a. Proposed Work Plan b. Submission of Proof of Eligibility of the Project Coordinator (PRC License) c. Final Work Plan	N/A	a. Within three (3) calendar days upon receipt of the Notice to Proceed (NTP) b. Within three (3) calendar days upon receipt of NTP c. Within three (3) calendar days after the conduct of the pre-implementation meeting	_____ ←
2.	Conduct of Pre-Implementation Meeting		Within five (5) calendar days upon receipt of NTP	_____ ←
3.	Supply, Delivery, Installation, Testing and Commissioning of Pressure Tank and Booster Pumps, including Motor Control Panel for the DBM Central Office Building III and Multi-Purpose Building		Within thirty-five (35) calendar days upon the approval of the final work plan	_____ ←
4.	Submission of Warranty Certificate		Within five (5) calendar days upon acceptance by the Administrative Service	_____ ←
5.	Submission of a Certificate of Pressure Test or any equivalent proof of the Pressure Tank's Quality certification		Upon the day of the delivery of the pressure tank	_____ ←

FINANCIAL OFFER

Approved Budget for the Contract	Total Offered Quotation
Six Hundred Fifty-Five Thousand Pesos Only (Php 655,000.00)	In words: _____ _____ _____ In figures: _____ _____ _____

<u>PAYMENT DETAILS</u>	
<u>Payment Terms:</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, subject to other payment terms as prescribed in this RFQ.
Banking Institution	
Account Number	
Account Name	
Branch	



CONFORME:

- _____ ←
- Signature over Printed Name
(Authorized Representative)
- _____ ←
- 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 3(a) of the Implementing Rules and Regulations of Republic Act No. 12009 or the New Government Procurement Act 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;
- g) Implementing office/unit/division/bureau of the concerned agency or instrumentality.

CONFORME:

Signature over Printed Name
(Authorized Representative)

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

ANNEX "C"

Detailed Technical Specifications

1.0 Project Title

Supply, Delivery, Installation, Testing and Commissioning of Pressure Tank and Booster pumps, including Motor Control Panel for the DBM Central Office Building III and Multi-purpose building.

2.0 Objective

To ensure that the DBM Central office building III and the Multi-purpose building have an adequate and effective water pressure for its supply of water.

3.0 Materials, Tools, Equipment, and Labor

3.1 All materials, tools, equipment, and labor needed to deliver the obligations arising from this contract shall be on the Supplier's account.

4.0 Scope of Work

4.1 The Supplier shall provide all required labor, tools, materials, equipment and necessary supervision and technical expertise to execute and complete the Supply, Delivery, Installation, Testing and Commissioning of Pressure Tank and Booster pumps, including Motor Control Panel for the DBM Central Office Building III and Multi-purpose building (termed as Equipment).

4.1.1 Mobilization and Site Inspection

4.1.1.1 The Supplier shall validate and check any conditions on-site which may have an effect on the work and shall immediately notify the AS-GSD before commencing the works.

4.1.2 Supply, Delivery and Installation of the following Equipment with the given technical description;

4.1.2.1 Pressure Tank [Quantity: One (1) Unit]

4.1.2.1.1 It shall have a capacity of not less than 264 gallons. The dimensions of the pressure tank and its operating pressure shall be appropriate for the location, ensuring suitability for the overall existing site conditions and preventing any damage to the existing water pipeline supply.

4.1.2.2 Booster Pump [Quantity: Two (2) Units]

4.1.2.2.1 5HP, 2Pole, 220/380/440V, 3PH, 60HZ. The pumps shall be set to alternately work, which will be settled on a given period by the AS. It shall be proportionate to the specifications of the pressure tank, provided that it is suitable for the overall existing conditions of

4.1.2.3.1 Controller rated for 5HP, 220V, 3-phase, 60Hz, equipped with Molded Case Circuit Breaker (MCCB), Miniature Circuit Breaker (MCB), over/under voltage relay, control voltage transformer, pilot lights, push buttons for start and stop, and 3-position selector switch, all wired inside a NEMA 3R (enclosure rating-outdoor rated) enclosure. It shall be proportionate to the specifications of the pressure tank and of booster pumps, provided that it is suitable for the overall existing conditions of the site, considered the power supply available to drive the pumps and the components of the controller and should not cause any damage to the existing water pipeline supply.

4.2 Submission of Work Plan

4.2.1 The Supplier shall submit a Proposed Work Plan within three (3) calendar days upon receipt of Notice to Proceed (NTP), which shall include, but is not limited to, the following:

4.2.1.1 Work schedule that covers the activities from start up to the testing and commissioning. It shall be indicated in the work plan the sequence or phasing of the Supplier's work with corresponding estimated time of finish per every phase.

4.2.1.2 Proof of eligibility of the Project Coordinator from the supplier's end such as Professional Regulation Commission (PRC) License in relation to the clause 4.3.4

4.2.1.3 Technical drawings which are essential to the execution of the project such as but not limited to the workshop drawings of installation plan, water line diagram and control panel electrical diagram.

4.2.2 A pre-implementation meeting with the AS shall be set upon within five (5) calendar days from the receipt of the Notice to Proceed.

4.2.3 A final work plan, considering the inputs provided by the AS-GSD, shall be submitted by the Supplier within three (3) calendar days after the conduct of the pre-implementation meeting, subject to the approval by the AS.

4.3 General Requirements

4.3.1 The Supplier shall apply, process and secure all permits not indicated in these specifications but is necessary for the commencement of work without additional cost to the DBM. (If any).

4.3.2 The Supplier shall supply all materials, equipment, tools, apparatus, accessories, labor, and supervision required for the completion of the project as shown in these technical specifications, ready for use.

4.3.3 All Suppliers submitting proposals for this project shall first examine the site. All proposals shall take into consideration all such conditions

Code and other related codes and standard applicable in the Philippines in connection with this project.

- 4.4.1.5 After the installation, the Supplier shall connect the panel and controller to the power source. If the existing wires and conduits is not enough to connect with the controller, the Supplier shall supply the additional wires, conduits, terminal lugs and other related materials needed to complete the interconnection.
- 4.4.1.6 The supplier shall ensure that no electrical wires are exposed. They shall keep the wires by using flexible liquid tight conduit, or any equivalent cover.
- 4.4.1.7 Set the appropriate values of the start ramp, stop ramp and initial voltage/current limit functions. Set the appropriate pump control functions for efficient operation of the water pumps.
- 4.4.1.8 The Supplier shall correct any defects in the installation of the equipment and the panel controller without any additional cost to the DBM.

4.4.2 **Energization**

- 4.4.2.1 The Supplier shall submit the methodology on the energization of the Equipment and controllers and shall be approved by the AS-GSD before commencing the energization works.
- 4.4.2.2 All wiring, electrical connections and system grounding must comply with the Philippine Electrical Code (PEC) and with local codes and ordinance applicable.
- 4.4.2.3 The Supplier shall check the equipment and its accessories for physical damage prior to installation. They shall also check the electric supply for proper voltage, fusing, wire size, grounding according to the allowable factor of breaker.
- 4.4.2.4 After installation, the AS-GSD and the Supplier shall conduct necessary inspections prior to energization. Any corrective actions arises shall be done by the supplier.
- 4.4.2.5 The Supplier shall correct any defects or problem may arise after the energization of the equipment and the panel controller without any additional cost to the DBM.

4.4.3 **Testing and Commissioning**

- 4.4.3.1.1 The Supplier shall submit the methodology on the testing and commissioning of the equipment and control panel.
- 4.4.3.1.2 The Supplier shall conduct pre-commissioning inspections and it shall be carried out successfully.

- 4.3.2 The Supplier shall supply all materials, equipment, tools, apparatus, accessories, labor, and supervision required for the completion of the project as shown in these technical specifications, ready for use.
- 4.3.3 All Suppliers submitting proposals for this project shall first examine the site. All proposals shall take into consideration all such conditions that may affect the work under this contract. The specifications and plans shall form part as one. Anything mentioned in plans and not mentioned in the scope of work and specifications and vice versa should be properly consulted to the AS-GSD for clarification.
- 4.3.4 The Supplier shall assign a project coordinator, who must be a duly registered Mechanical or Electrical Engineer, to supervise the execution of the project works. The engineer shall inspect the project daily or as needed. The project coordinator shall submit an accomplishment report for each completed phase of work as indicated in the final work plan.
- 4.3.5 The work site's existing condition shall be documented by the Supplier and photos taken before the work begins to ensure such status. Any damage to the areas due to the Supplier's on-going work shall be refurbished at his expense.
- 4.3.6 The Supplier shall promptly remove from the area all the trash and debris every day. All the materials removed from the building area shall be properly documented prior to turnover to the AS-GSD for proper safe keeping.

4.4 Conduct of Project Activities

4.4.1 Installation of the Equipment and Electrical Control Panel

- 4.4.1.1 The Supplier shall submit the methodology on the installation of the Equipment and controllers and shall be approved by the AS-GSD before commencing installation works.
- 4.4.1.2 The Supplier shall install by-pass pipeline before commencing the actual installation of pressure tank, booster pump and electrical control. The bypass shall connect the discharge of the elevated tank and the supply pipeline going to building III and Multipurpose building.
- 4.4.1.3 The Supplier shall ensure that the manner of the works related to the installation shall not damage any part of the elevated tank area. After the installation, they must ensure that the area is safe from any hazardous and accident-prone objects. The supplier shall provide pressure tank and booster pumps base in the installation of the said equipment.
- 4.4.1.4 The Supplier shall supply all the necessary tools, consumables and the competent personnel to install the equipment and the panel controller. Install the equipment and the control panel in accordance with the existing standards of the Philippine Electrical Code, Mechanical Engineering

- 4.4.3.1.3 The Supplier shall invite or make sure that there is an AS-GSD engineer representative to witness the testing and commissioning.
- 4.4.3.1.4 After successful testing and commissioning, the results shall be recorded in the test reports and shall be submitted to the AS-GSD for approval and acceptance.
- 4.4.3.1.5 All works, which are not in accordance with this scope of works, shall be corrected at the Supplier's expense.
- 4.4.3.1.6 Any deficiencies and corrections arises after the testing and commissioning shall be corrected by the Supplier within five (5) days after the conduct of the said activities without any additional cost to the DBM.

4.5 Warranty

- 4.5.1 The Supplier shall submit a Warranty Certificate within five (5) calendar days from the date of acceptance by the AS including the workmanship, parts and materials of the equipment.
- 4.5.2 The Warranty Certificate shall cover twenty-four (24) months warranty on parts and services free of charge upon issuance of certificate of Acceptance by the AS.
 - 4.5.2.1 Includes replacement of defective part/s if that part/unit becomes defective three (3) times within the first year of the warranty period.
 - 4.5.2.2 The period of correction of defects in the warranty period shall not exceed twenty-four (24) hours upon the receipt of either verbal or written notice from the AS-GSD.
- 4.5.3 The Supplier shall take all necessary precautions for the safety of all persons and properties at or near their area of work and shall comply with all the standards and established safety regulations, rules, and practices.
- 4.5.4 The Supplier shall be responsible and liable for:
 - 4.5.4.1 Any damage caused by its working personnel to any DBM property related to the performance of their scope of work.
 - 4.5.4.2 Any damage caused by its working personnel to any DBM employee, including the latter outsource personnel, related to the performance of their scope of work.