



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

REQUEST FOR QUOTATION
No. 25-060

The **Department of Budget and Management (DBM)**, through its **Administrative Service**, intends to procure "**Supply, Delivery, Installation, Testing, and Commissioning of Levelling Sensor and Contactor JMS for the Elevator 2 at the DBM Building II**" 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 (NGPA).

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 November 10, 2025, 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 **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 the following:
(1) Omnibus Sworn Statement (GPPB-prescribed forms) with attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable; (2) Certificate of Authorized Distributorship, or any equivalent document issued by IFE Elevators Co., LTD; and (3) 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 EFPS

² 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 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)
A. 1 Lot - Supply, Delivery, Installation, Testing, and Commissioning of Levelling Sensor and Contactor JMS for the Elevator 2 at the DBM Building II					
I.	Levelling Sensor (See attached Annex "C" for the Detailed Technical Specifications, Item 5.1.1)	2 Units	_____ ←	_____ ←	_____ ←
II.	Contactor JMS (See attached Annex "C" for the Detailed Technical Specifications, Item 5.1.2)	2 Units	_____ ←	_____ ←	_____ ←
III.	Scope of Work (See attached Annex "C" for the Detailed Technical Specifications, Item 5.0)	N/A	_____ ←	N/A	N/A
IV.	General Requirements (See attached Annex "C" for the Detailed Technical Specifications, Item 5.2)		_____ ←	N/A	N/A
V.	Submission of Warranty Certificate (See attached Annex "C" for the Detailed Technical Specifications, Item 5.3)		_____ ←	N/A	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
I.	Supply, Delivery, Installation, Testing, and Commissioning of Levelling Sensor and Contactor JMS for the Elevator 2 at the DBM Building II	N/A	Within ten (10) calendar days after receipt of the Notice to Proceed	_____ ←
II.	Submission of Certificate of Installation, Testing, and Commissioning		Within five (5) calendar days after the installation, testing, and commissioning of the Levelling Sensor and Contactor JMS	_____ ←
III.	Submission of Warranty Certificate		Within five (5) calendar days from the date of acceptance by the Administrative Service (AS)	_____ ←

FINANCIAL OFFER	
Approved Budget for the Contract	Total Offered Quotation
Seventy-Three Thousand Pesos Only (Php 73,000.00)	In words: _____

	In figures: _____



PAYMENT DETAILS	
<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. 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:

_____ ←

Signature over Printed Name
(Authorized Representative)

_____ ←

Position/Designation

_____ ←

Office Telephone No.

_____ ←

Fax/Mobile No.

_____ ←

Email address/es

Detailed Technical Specifications

1.0 Project Title

Supply, Delivery, Installation, Testing, and Commissioning of Levelling Sensor and Contactor JMS for the Elevator 2 at the DBM Building II

2.0 Objective

- 2.1 To ensure that the DBM Building II elevator is safe and in good operational condition.
- 2.2 The project aims to replace the elevator parts indicated to ensure and maintain the continuity of operations of the elevator units of the Department of Budget and Management. For this project, the existing service provider, IFE Elevators Philippines Inc., will maintain the performance and functionality of and ensure its compatibility with the existing elevator model. Hence, reference to brand names is authorized under Section 11.2 of the Implementing Rules and Regulations of Republic Act No. 12009, or the New Government Procurement, which provides that "[r]eference to brand name shall not be allowed except for reasons of technical compatibility, interoperability, **servicing, maintenance**, or preservation of supplier warranty in order to keep the performance, functionality, and useful life of the equipment" (emphasis supplied).

3.0 Licenses/Certifications

At the commencement of contract implementation, the Supplier must have secured and maintained, at its own expense, all necessary registrations, licenses, and/or permits, if any, as required by laws, rules, and regulations. The Supplier shall likewise comply with all pertinent laws, rules, and regulations.

4.0 Materials, Tools, Equipment, and Labor

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

5.0 Scope of Work

- 5.1 The Supplier shall supply, deliver, and install, test and commission the levelling sensor and contactor JMS of the following parts with the corresponding minimum specifications, for the IFE elevator unit, the existing/current elevator of the DBM Building II.

5.1.1 Levelling Sensor (2 units)

- | | | |
|---------|--------------|--|
| 5.1.1.1 | Model: | SGD31-GG-TZ2B2G |
| 5.1.1.2 | Type: | U-Slot photoelectric |
| 5.1.1.3 | Power Input: | Red Wire for 12~30VDC±10%
Black Wire for 0V |
| 5.1.1.4 | Output: | Yellow wire for NPN output and
White wire for FNP output. |
| 5.1.1.5 | Indicators: | Lights for "STABILITY" and "LIGHT" |

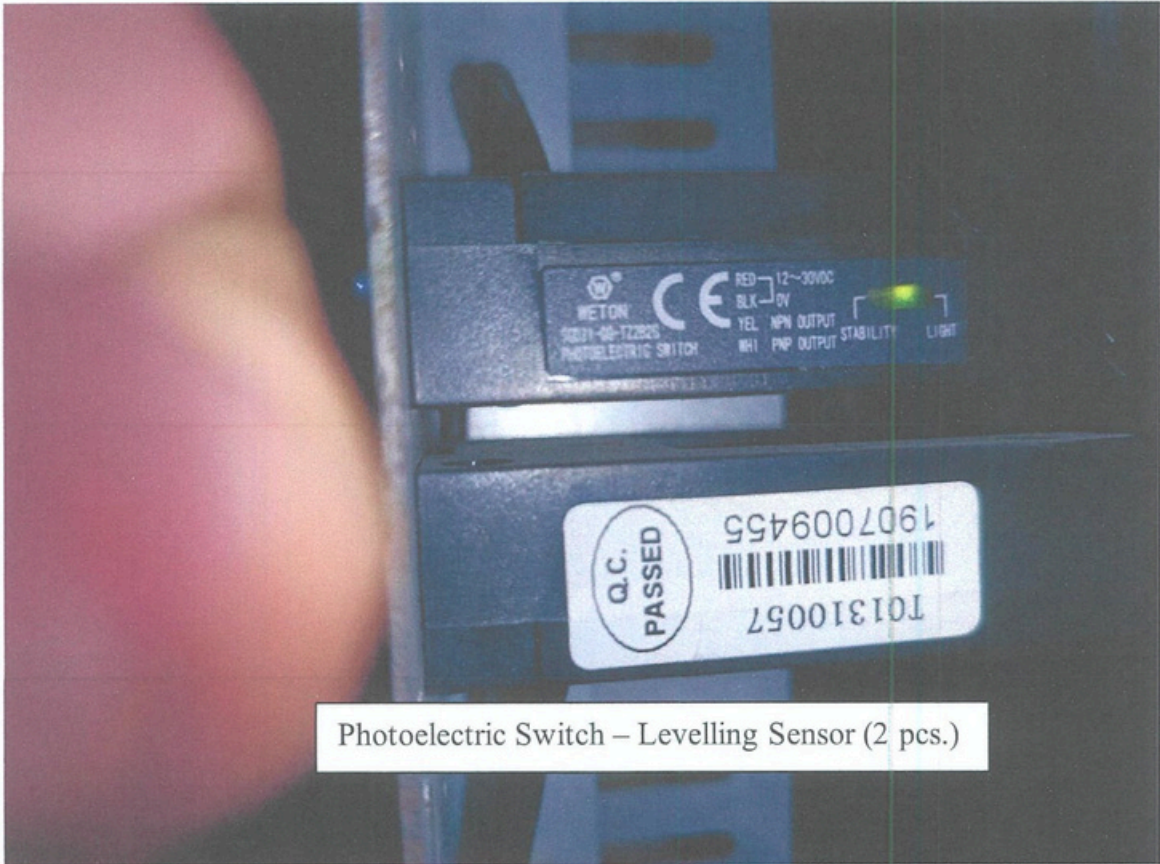
- 5.1.2 **Contactor JMS (2 units)**
 - 5.1.2.1 100-110V 50hz 110-120V 60Hz
 - 5.1.2.2 Please refer to the attached image for the technical specifications in Annex B.

5.2 General Requirements

- 5.2.1 The Supplier shall supply all materials, equipment, tools, apparatus, accessories, competent technicians/installers, and supervision required for the completion of the work.
- 5.2.2 The Supplier shall supply, deliver and install the Levelling sensor and Contactor JMS within ten (10) calendar days after receipt of the Notice to Proceed (NTP), without any additional cost to the DBM.
- 5.2.3 The Supplier shall test and commission the installed levelling sensor and contractor JMS.
- 5.2.4 The Supplier shall submit a certificate of installation, testing, and commissioning within five (5) calendar days after completion to attest that the passenger elevator 2 of DBM Building II is in satisfactory and good operational condition.
- 5.2.5 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.
- 5.2.6 The Supplier shall be responsible and liable for:
 - 5.2.6.1 Any damage occurred upon the installation of the levelling sensor and contactor JMS in the elevator system. The Supplier shall rectify the damage without additional cost to the DBM.
 - 5.2.6.2 Any damage caused by its working personnel to any DBM property related to the performance of their scope of work.
 - 5.2.6.3 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.

5.3 Warranty

- 5.3.1 The Supplier shall submit a Warranty Certificate valid for twelve (12) months within five (5) calendar days from the date of acceptance by the AS, which shall include parts, materials, labor, and workmanship.
- 5.3.2 The period of correction of defects in the warranty period shall not exceed twenty-four (24) hours upon receipt of either verbal or written notice from the AS-GSD.



Photoelectric Switch – Levelling Sensor (2 pcs.)

