



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

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**REQUEST FOR QUOTATION**  
**No. 25-067**

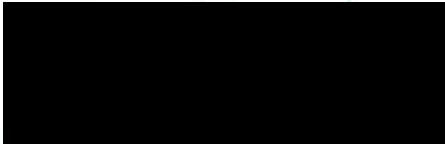

The **Department of Budget and Management (DBM)**, through its **Administrative Service**, intends to procure "**Supply and Delivery of Brand New Industrial Automatic Voltage Regulator**" for FY 2025 in accordance with **Section 34 (Small Value Procurement)** of the Implementing Rules and Regulations 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 December 16, 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 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)**<sup>1</sup> 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 [jestrera@dbm.gov.ph](mailto:jestrera@dbm.gov.ph).

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

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<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

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)
<b>A. Supply and Delivery of Brand New Industrial Automatic Voltage Regulator</b>					
1.	<b>Brand New Industrial Automatic Voltage Regulator</b> <i>(See Attached Annex "C" for the Detailed Technical Specifications)</i>	1 unit	_____ ←	_____ ←	_____ ←
2.	<b>Warranty Coverage</b> <i>(See Attached Annex "C" for the Detailed Technical Specifications, letter u)</i>	N/A	_____ ←	N/A	N/A

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

<b>SCHEDULE OF REQUIREMENTS</b>				
Item	Description	Quantity	Delivery Schedule	Bidder's Statement of Compliance
1.	<b>Supply and Delivery of Brand New Industrial Automatic Voltage Regulator</b>	1 unit	Within thirty (30) calendar days upon receipt of the Notice to Proceed (NTP)	_____ ←
2.	<b>Submission of Warranty Certificate</b>	N/A	Within seven (7) calendar days from the issuance of the Certificate of Acceptance by the Administrative Service (AS)	_____ ←

<b>FINANCIAL OFFER</b>	
Approved Budget for the Contract	Total Offered Quotation
<b>Four Hundred Four Thousand Pesos Only</b>  <b>(Php 404,000.00)</b>	In words: _____
	_____
	In figures: _____
	_____

**PAYMENT DETAILS**

<b><i>Payment Terms:</i></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	

**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

ANNEX "C"

Item/s	Total Quantity	Unit of Measurement
<p><b>1.0. Industrial Automatic Voltage Regulator</b></p> <p><b>Electrical Performance</b></p> <p>a) <b>Input voltage window:</b> AVR shall accept <math>\pm 20\%</math> of nominal (i.e., 176–276 V L–L for 220–230 V systems) without shutdown; adjustable input range via taps or controller.</p> <p>b) <b>Regulation accuracy:</b> Output maintained at <math>\pm 1\%</math> of set voltage under varying load and input conditions.</p> <p>c) <b>Load capacity:</b> Continuous 200 A 3 phase at 40 °C ambient</p> <p>d) <b>Efficiency:</b> <math>\geq 96\%</math> at rated load.</p> <p>e) <b>Frequency tolerance:</b> Operable at 50/60 Hz <math>\pm 5\%</math>.</p> <p><b>Protection &amp; Safety</b></p> <p>f) <b>Short-circuit protection:</b> Built-in magnetic/thermal breaker or resettable electronic protection with trip indication.</p> <p>g) <b>Over/under-voltage &amp; over-current protection:</b> Automatic cutoff with selectable setpoints and auto/manual reset.</p> <p>h) <b>Lightning &amp; earthing:</b> Provision for external lightning arrester and grounding lag sized for site's earthing system.</p> <p><b>Instrumentation &amp; Controls</b></p> <p>i) <b>Analog multi-function meter</b> showing V, A, kW, kVA, PF, and frequency.</p> <p>j) <b>Indicators:</b> phase presence (L1/L2/L3), status(Normal/Boost/Buck/Bypass/Alarm), protections active.</p> <p>k) <b>Setpoint adjustability:</b> Output set voltage and time-delay (0–5 min), plus alarm thresholds configurable.</p> <p><b>Mechanical &amp; Environmental</b></p>	1	unit

<ul style="list-style-type: none"> <li>l) <b>Enclosure:</b> NEMA 3R or IEC IP54 equivalent; powder-coated steel, RAL 7035 (gray).</li> <li>m) <b>Cooling:</b> Natural convection with thermostat-controlled fans if required; vent filters serviceable.</li> <li>n) <b>Corrosion protection:</b> Anti-rust treatment, UV-resistant paint for outdoor exposure.</li> <li>o) <b>Ingress &amp; vermin control:</b> Gasketed doors, <b>mesh screens</b> for vents to deter insects/rodents.</li> <li>p) <b>Mounting base:</b> Heavy-duty galvanized steel plinth; base-fixing holes &amp; anchor bolts included.</li> <li>q) <b>Cable terminations:</b> Tin-plated copper busbars or lugs rated for 200 A.</li> <li>r) <b>Cable entry:</b> Bottom entry (preferred) with gland plates; top entry option as required.</li> <li>s) <b>Nameplate &amp; labeling:</b> Engraved SS nameplate with model, ratings, serial; danger &amp; PPE decals per safety standards.</li> <li>t) <b>Dimensions &amp; weight:</b> Bidder to state HxWxD and net weight, ensuring site space and handling compatibility.</li> <li>u) <b>Warranty coverage:</b> 2-year parts &amp; labor, plus response time 24 hours onsite.</li> </ul>		
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