



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

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**REQUEST FOR QUOTATION**

**No. 25-064**




The **Department of Budget and Management (DBM)**, through its **Administrative Service**, intends to procure **"Supply and Delivery of One (1) Set High Pressure Washer with Accessories"** 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 and B (Terms and Conditions)** provided as part of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than December 11, 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 or 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 (NGPA GPPB-prescribed forms), 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 [resquinas@dbm.gov.ph](mailto:resquinas@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 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 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.
- 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.



	<b>Comfort Flex Hose</b> - Length not less than 20-m, the diameter is 1/2" (13mm)	<b>1 unit</b>			
	<b>Basic Set 1/2" U.S thread fittings</b>	<b>1 set</b>			
<b>B</b>	<b>General Requirements</b> - In accordance with Item No. 3.2 of Annex C, Detailed Technical Specifications			N/A	N/A
<b>C</b>	<b>Warranty of the Supplier</b> - In accordance with Item No. 3.3 of Annex C, Detailed Technical Specifications			N/A	N/A
<b>D</b>	<b>Terms of Payment</b> - In accordance with Item No. 3.4 of Annex C, Detailed Technical Specifications			N/A	N/A

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

<b>SCHEDULE OF REQUIREMENTS</b>				
<b>Item</b>	<b>Description</b>	<b>Quantity</b>	<b>Delivery Schedule</b>	<b>Bidder's Statement of Compliance</b>
A	<b>Supply and Delivery of 1 set High Pressure Washer with Accessories</b>	1 lot	Within twenty (20) calendar days upon receipt of Notice to Proceed	
B	<b>Submission of Complete User Manual of the Equipment</b> <b>Conduct of 1 day training for the end-user and/or cleaner</b>		Within three (3) calendar days from the complete delivery of the equipment and its accessories	
C	<b>Submission of Warranty Certificate</b>	-	Within five (5) calendar days upon the acceptance by the Administrative Service End User Representative	

<b>FINANCIAL OFFER</b>	
<b>Approved Budget for the Contract</b>	<b>Total Offered Quotation</b>
<b>Sixty Thousand Pesos Only (Php60,000.00)</b>	In words: _____ _____ _____ _____ In figures: _____ _____ _____ _____

<b>PAYMENT DETAILS</b>	
<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. 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. Project Title

Supply and Delivery of one (1) set High Pressure Washer with accessories.

#### 2. Objective

To ensure that the DBM Central office has adequate and effective cleaning equipment.

#### 3. Scope of Work

3.1. The supplier shall supply and deliver the following items within the range of requirements indicated, within twenty (20) calendar days upon receipt of the Notice to Proceed;

##### 3.1.1. One (1) unit of High Pressure Washer

3.1.1.1	Main Voltage:	230 V
3.1.1.2	Operating Pressure:	130 – 140 Bar
3.1.1.3	Maximum Pressure:	170 – 180 Bar
3.1.1.4	Minimum Water Throughput:	520 – 540 L/hr.
3.1.1.5	Maximum Water Throughput:	580 – 620 L/hr.
3.1.1.6	Weight:	29 - 35 kgs.
3.1.1.7	Power Output:	2.9 - 3.5 Kw
3.1.1.8	Sound Power level:	80 - 85dB
3.1.1.9	Standard Accessories:	
3.1.1.9.1	One (1) unit 5m – 10m length of Pressurized Hose	
3.1.1.9.2	One (1) unit Spray Gun	
3.1.1.9.3	One (1) unit Flat Nozzle	
3.1.1.9.4	One (1) unit Flat Spray Lance Extension, Straight	
3.1.1.9.5	Coupling (quick-release type.)	

##### 3.1.2. One (1) Unit Surface Cleaner

3.1.2.1 With rotating inner brush and adjustable working angle.

##### 3.1.3. One (1) Unit Rotary Nozzle

3.1.3.1 Material: Wear-resistant ceramic

##### 3.1.4. One (1) Unit High Pressure Hose

3.1.4.1 Not less than 20-m steel-reinforced suitable for the unit's overall specifications.

3.1.5. One (1) Unit not less than 20-m of length of **Comfort flex hose**, ½" (13mm) (diameter)

3.1.6. One Basic Set ½" U.S thread fittings

(inch)

**3.2. General Requirements,**

3.2.1. The winning bidder or supplier shall;

3.2.1.1 Submit a complete user manual for the high-pressure washer and conduct a one-day training session for the end user and/or cleaner within three (3) calendar days from the complete delivery of the equipment and its accessories.

**3.3. Warranty of the Supplier**

3.3.1. The period for correcting defects during the warranty period shall not exceed thirty (30) calendar days from the date of receipt of either verbal or written notice from the Administrative Service – General Services Division (AS-GSD). Should the unit remain non-operational beyond the thirtieth (30th) day, the supplier shall provide a temporary replacement unit to the Department of Budget and Management (DBM), effective on the thirty-first (31st) calendar day, until the defective unit is restored to operational condition.

3.3.2. The supplier shall submit a warranty certificate for the period of twelve (12) months, within five (5) calendar days upon the acceptance by the AS End User Representative.

3.3.3. The warranty shall cover the repairs and replacement of parts, materials, and labor on High Pressure Washer unit and its accessories.

**3.4. Terms of Payment**

3.4.1. One-time payment shall be made, subject to the submission of the following documentary requirements, and in accordance with budgeting, and auditing laws, rules, and regulations:

- 3.4.1.1 Delivery Receipt
- 3.4.1.2 Sales Invoice/Billing
- 3.4.1.3 Certificate of Acceptance by the AS

Prepared by:



**Engr. Ronald T. Sarmiento**  
Administrative Officer II

Reviewed by:



**Engr. Conrado O. Ignacio III**  
Administrative Officer V

Approved by:

**Jeramie Simbre**  
Chief Administrative Officer