



REQUEST FOR QUOTATION

Small Value Procurement (SVP)

SUPPLY AND DELIVERY OF ELECTRIC FAN, INDUSTRIAL, GROUND TYPE FOR THE PROCUREMENT SERVICE

SVP No. 25-001-1

Issued Date: March 14, 2025

The **Procurement Service-Department of Budget and Management (PS-DBM)** through its **Bids and Awards Committee (BAC) I** invites interested bidders to submit proposals for the **Supply and Delivery of Electric Fan, Industrial, Ground Type for the Procurement Service** with the following details:

Item No.	Quantity	Item/Description	Approved Budget for the Contract ¹	
			Unit Price	Total Amount
1	528 units	ELECTRIC FAN, INDUSTRIAL, GROUND TYPE	₱1,370.00	₱723,360.00

Please submit your quotation for the item described above using the Bid/ Price Quotation Form (see Annex "A"), subject to terms and conditions stated in this Request for Quotation (RFQ). **Mayor's Permit, Annexes "A" and "B" must be submitted on/or before the deadline of submission of quotations.**

A Pre-bid Conference will be held on **March 17, 2025; 10:00 A.M.** at PS Complex, Cristobal St., Paco, Manila and/or through video conferencing or webcasting via Google meet: **meet.google.com/fkh-opbd-tyo**, which shall be open to prospective bidders.

Quotations must be duly signed by you or your duly authorized representative, accompanied by the required forms, which shall be submitted electronically through the e-bidding facility of the Modernized PhilGEPS (mPhilGEPS) (<https://www.philgeps.gov.ph>) not later than **March 20, 2025; 10:00 A.M.** Opening of quotations will be held at PS Complex, Cristobal St., Paco, Manila and/or through video conferencing or webcasting via Google meet: **meet.google.com/fkh-opbd-tyo**.

¹ The ABC is understood to be the ceiling price; offers must not exceed the ABC provided.

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Opening of quotations shall be held immediately after the deadline of submission.

“This procurement will be conducted in accordance with the Implementing Rules and Regulations (IRR) of Republic Act No. 12009 (RA 12009) . The preliminary examination of bids shall be conducted using a non-discretionary “pass/fail” criterion as specified in Section 59 of the IRR of RA 12009. The award shall be given to the bidder with the **Lowest Calculated Responsive Bid (LCRB)** following the procedures under Sections 61 and 63 of the same IRR.”

In case of modification, it must be done before the deadline for the submission and receipt of quotations, and labeled as a “modification”. The time stamped or indicated in the latest quotation received shall be the official time of submission.

The BAC shall assume no responsibility for submission of corrupted files, or for its premature opening. **Late submission of proposal shall not be accepted and considered.**

SIGNATURE REDACTED

ROMMEL D. RIVERA
Chairperson, BAC I

INSTRUCTIONS TO BIDDERS

The following documents shall be submitted **on/or before the deadline of submission of quotations:**

No	Requirements	Instruction
1.	Mayor's Permit for the year 2025	Must submit a Mayor's permit for the year 2025
2	<p>Annex "A":</p> <ul style="list-style-type: none"> • Bid / Price Quotation Form; • Conformity with Technical Specification; and • Conformity with Schedule of Requirements 	<p>Must indicate the unit and total price. Must indicate the required information. Must be duly signed by the authorized representative.</p>
3	<p>Annex "B":</p> <p>Original Omnibus Sworn Statement (OSS), and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.</p>	<p>Ensure that there are eleven (11) declarations.</p> <p>Indicate required information.</p> <p>Attach competent evidence of identification (valid government-issued ID. The use of Cedula is not acceptable).</p> <p>Must be duly notarized and signed.</p>

The bid shall be valid for sixty (60) calendar days from the deadline of submission of quotation.

In addition, the following documents must be submitted within three (3) calendar days upon receipt of the Notice to Submit Additional Documentary Requirements. The same may be submitted, at the option of the bidder, during the opening of quotations.

No	Requirements	Instruction
1.	PhilGEPS Registration Number	Submit Proof of Registration (picture or screenshot of PhilGEPS Registration on the website)
2.	Latest Income Tax Returns (BIR Form	Submit the ITR for the year 2023

	1701 or 1702)	
3.	Product sample and other evidence of the bidder's statement of compliance with technical specifications and delivery schedule, as required under the Technical Specifications.	<p>Samples must be submitted at PS Main Office through the Technical Working Group.</p> <p>One (1) sample unit with marking and labeling requirements.</p> <p>Must be compliant with the Technical Specifications</p>
4.	<p>Other Documentary Evidence:</p> <ul style="list-style-type: none"> ● Certification of 72 hours Service Response Time upon receipt of Complaint and List of Service Centers in Key Cities in Luzon, Visayas and/or Mindanao (see attached sample form) ● Brochure and/or Technical Data Sheet, etc., as appropriate ● Warranty: One (1) year on parts and service. Five (5) years on motor. ● With Operating /user's manual (English translation) 	<p>Submit appropriate documentary evidence required in the Technical Specifications.</p>

GENERAL AND SPECIAL CONDITIONS OF CONTRACT

1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 12009 and its d IRR, including the latest Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 112.1 and 112.2 of the IRR of RA No. 12009 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

2. Performance Security

Performance Security is not required for this particular procurement.

3. Inspection and Test

- 3.1 *The inspections and tests that will be conducted shall be in accordance with Technical Specifications. A visual comparison will be made with the approved sample for purposes of consistency in the physical appearance and color.*
- 3.2 *The Inspection Division shall coordinate with the awardee for the additional quantity/ies as replacement for every batch of delivery subject to acceptance test.*
- 3.3 *If applicable, a confirmatory test will be conducted on the first (1st) tranche of delivery. However, the PS-DBM is not precluded from conducting testing/production compliance with the technical specifications during the existence of the contract.*
- 3.4 *If applicable, the supplier may request a pre-delivery inspection within one (1) day from receipt of the Purchase Order. In that case, the delivery must be made within the original delivery period or five (5) CDs from the release of the test result, whichever is later. For deliveries nationwide, a continuous random post-acceptance inspection may be conducted as applicable.*
- 3.5 *The supplier shall replace defective items, or refund payments made by PS-DBM for previously delivered items that were later found to be rampantly defective.*

4. Warranty

One (1) year after acceptance by the Procuring Entity of the delivered Goods.

In accordance with Section 90.1 of the IRR of RA No. 12009, the obligations of the warranty shall be covered by either retention money in an amount equivalent to one percent (1%) of each payment, or special bank guarantee equivalent to one percent (1%) of the total contract price.

The said amounts shall be automatically released by the Procuring Entity after the lapse of the warranty period or, in the case of Expendable Supplies, after consumption thereof; Provided, however, That the supplies delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.

Bid / Price Quotation Form

Date: _____

**Bids and Awards Committee I
Procurement Service
PS Complex, Cristobal Street
Paco, Manila**

Ma'am/Sir:

Having examined the **Request for Quotation SVP No. 25-001-1**, the receipt of which is hereby duly acknowledged, the undersigned offers to **Supply and Deliver Electric Fan, Industrial, Ground Type for the Procurement Service** in conformity with the said Request for the sums stated hereunder:

ITEM NO.	QTY.	ITEM DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	528 units	ELECTRIC FAN, INDUSTRIAL, GROUND TYPE		

Note: For purposes of bid evaluation, bidders are advised to use two (2) decimal places in setting up their bid prices.

Total Price in Words:

Item No. 1: _____

We undertake, if our Quotation is accepted, to perform the services/deliver the goods as in accordance with the Schedule of Requirements and Technical Specifications.

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

We understand that you are not bound to accept the lowest or any Quotation you may receive.

Date: _____

Company Name: _____

Name of Authorized Representative and Signature: _____

Address: _____

Official Contact No.: _____

CONFORMITY WITH THE TECHNICAL SPECIFICATIONS

<i>No.</i>	<i>Item Description</i>	<i>Maximum Quantity</i>
1	<i>ELECTRIC FAN, INDUSTRIAL, GROUND TYPE</i>	<i>528 Units</i>
<i>Agency Specifications</i>		<i>Bidder's Statement of Compliance²</i>
ELECTRIC FAN, INDUSTRIAL, GROUND TYPE Shall conform with the minimum requirements unless specified, see attached detailed Technical Specifications under: PS STANDARD NO. OE 005:2023 UNSPSC Code No. 40101604-EF-G01 Shall conform to the Additional Packaging Requirements.		<i>Bidders must state here either "Comply" or "Not Comply"</i>

Note 1: Product sample shall be submitted by the S/LCB during Post-qualification.

We commit to deliver the goods under the new packaging and consistent with the physical appearance and color of the sample submitted as required by the Procurement Service.

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

Company Name: _____

Name and Signature of Authorized Representative: _____

Date Signed: _____

² Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid 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. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.

Technical Requirements for
ELECTRIC FAN, INDUSTRIAL, GROUND TYPE

PRODUCT SPECIFICATIONS

- Blade: Metal
- Number of Blades (min.): Three (3) blades
- Blade Size (min.): 420mm
- Grill: Metal
- Speed Control: Three (3) speed setting, manufacturer's standard
- Head Adjustment and Oscillation Control: Manufacturer's standard
- Base: Manufacturer's standard
- Motor: Fully enclosed
- 220 – 240 volts, 60Hz
- With PS Quality or ICC Mark
- With operating/user's manual (English translation)
- Brand shall be engraved/embossed/printed/permanently stickered on the item
- Warranty: One (1) year on parts and service. Five (5) years on motor.

EVIDENCE and VERIFICATION

- **Documentary Evidence to be submitted during Post-qualification:**
 - Certification of 72 hours Service Response Time upon Receipt of Complaint and List of Service Centers in Key Cities in Luzon, Visayas and/or Mindanao (see attached sample form).
 - Brochure and/or Technical Data Sheet, etc. as appropriate
 - Warranty: One (1) year on parts and service. Five (5) years on motor.
 - With operating/user's manual (English translation)
- **In-House Test:**
 - Blade: Metal
 - Number of Blades (min.): Three (3) blades
 - Determine the dimension using a steel ruler:
 - Blade Size (min.): 420mm
 - Measure from the center core to the edge of the blade then multiply by two (2)
 - Grill: Metal
 - Speed Control: Three (3) speed setting, manufacturer's standard

Handwritten initials and marks:
e, 5, P, MR, 2, 3

- o Head Adjustment and Oscillation Control: Manufacturer's standard
- o Base: Manufacturer's standard
- o Motor: Fully enclosed
- o 220 – 240 volts, 60Hz
- o Brand shall be engraved/embossed/printed/permanently stickered on the item
- One (1) sample unit with marking/labeling shall be submitted during the submission of additional post-qualification documents for verification of the product specifications.

PACKAGING

- One (1) unit per box.
- Additional Requirement on Packaging, refer to the attached Annex "A"

MARKING/LABELING

- Shall conform with the minimum Marking and Labeling Requirements under Article 77 of Republic Act 7394 (Consumer Act of the Philippines) whichever is/are applicable among those requirements to this item.
- With PS Quality or ICC Mark

REFERENCES

- *None*

Handwritten notes:
 e G 2 as p 12 M/R d p

List of Service Centers in Key Cities in Luzon, Visayas and Mindanao

This is to certify that _____ (company) _____ has the following service centers in the indicated Key Cities

Key Cities	Name of Service Centers	Contact Person	Address	Contact Number / E-Mail Address

**Name and Signature of
Authorized Representative**

Date

*Remarks

Identify the List of Service Center from the Key Cities as stated on the Technical Specification.
This is to ensure the 72 hours Service Response Time upon Receipt of Complaint

ANNEX A - Additional Requirements on Packaging

1. On each pack, box, item (whichever is applicable), the following shall be legibly imprinted:
 - The name and logo of the Procurement Service
 - A statement which states that the item is "For Government Use Only"
 - Procured by Procurement Service-DBM

The label must be printed on a non-removable or permanent sticker that is durable and when removed, will leave a residue.

2. If applicable:

On each corrugated carton, or outer box, or outer packaging, the following shall be legibly imprinted:

 - The name and logo of the Procurement Service
 - A statement which states that the item is "For Government Use Only"
 - Procured by Procurement Service-DBM

The label must be printed on a non-removable or permanent sticker that is durable and when removed, will leave a residue. The sticker must be placed on the dominant side of the box, and must be large enough to be seen and recognized from a short distance.

Note: Complete details of the sticker will be given to the responsive bidder upon receipt of Notice of Single/Lowest Calculated and Responsive Quotation (S/LCRQ).

(Recommended sticker design and dimensions.)

2 x 6 inches



(Recommended sticker design and dimensions.)

3 x 5 cm



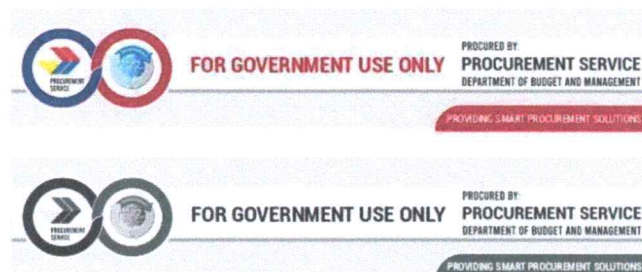
7 x 2 cm



1.4 x 2 inches



10.5 x 2 cm



CONFORMITY WITH THE SCHEDULE OF REQUIREMENTS

<i>No.</i>	<i>Item Description</i>	<i>Quantity</i>															
<i>1</i>	<i>ELECTRIC FAN, INDUSTRIAL, GROUND TYPE</i>	<i>528 Units</i>															
<i>Delivery Period:</i>		<table border="1"><thead><tr><th>Tranche</th><th>Quantity</th><th>Delivery Schedule</th></tr></thead><tbody><tr><td>First Tranche</td><td>120 units</td><td>Within fifteen (15) calendar days upon receipt of Purchase Order;</td></tr><tr><td>Second Tranche</td><td>120 units</td><td>Within fifteen (15) calendar days thereafter;</td></tr><tr><td>Third Tranche</td><td>120 units</td><td>Within fifteen (15) calendar days thereafter;</td></tr><tr><td>Fourth Tranche</td><td>168 units</td><td>Within fifteen (15) calendar days thereafter;</td></tr></tbody></table>	Tranche	Quantity	Delivery Schedule	First Tranche	120 units	Within fifteen (15) calendar days upon receipt of Purchase Order;	Second Tranche	120 units	Within fifteen (15) calendar days thereafter;	Third Tranche	120 units	Within fifteen (15) calendar days thereafter;	Fourth Tranche	168 units	Within fifteen (15) calendar days thereafter;
Tranche	Quantity	Delivery Schedule															
First Tranche	120 units	Within fifteen (15) calendar days upon receipt of Purchase Order;															
Second Tranche	120 units	Within fifteen (15) calendar days thereafter;															
Third Tranche	120 units	Within fifteen (15) calendar days thereafter;															
Fourth Tranche	168 units	Within fifteen (15) calendar days thereafter;															
<i>Delivery Sites:</i>	a. PS Warehouse, PS Complex, Cristobal St., Paco, Manila b. Direct Delivery to End-User Agencies within Metro Manila; PS-DBM Pampanga Depot (Regional Government Center Maimpis, San Fernando City, Pampanga); Antipolo, Rizal; and Imus, Cavite																

I hereby commit to deliver the required quality and quantities upon receipt of the Purchase Order as indicated above.

Company Name: _____

Name and Signature of Authorized Representative: _____

Date Signed: _____

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for **Supply and Delivery of Electric Fan, Industrial, Ground Type for the Procurement Service under SVP No. 25-001-1** of the **Procurement Service-DBM**, as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for **Supply and Delivery of Electric Fan, Industrial, Ground Type for the Procurement Service under SVP No. 25-001-1** of the **Procurement Service-DBM**, as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

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5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. [Select one, delete the rest:]

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and

8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *Supply and Delivery of Electric Fan, Industrial, Ground Type for the Procurement Service under SVP No. 25-001-1*

9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

11. *[Name of Bidder]* hereby assigns the following contact number/s and e-mail address/es as the official telephone/fax number and contact reference of the company where the PS BAC and PS notices may be transmitted.

Telephone No/s.: _____
Fax No/s: _____
E-mail Add/s.: _____
Mobile No.: _____

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

SUBSCRIBED AND SWORN to before me this ___ day of [month] [year] at [place of execution], Philippines. Affiant/s known to me, and known to be the same person/s in the exhibited [insert type of government identification card used*], with his/her photograph and signature appearing thereon, with no. _____ issued on _____ at _____.

Witness my hand and seal this ___ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorney's No. _____
PTR No. _____ [date issued], [place issued]
IBP No. _____ [date issued], [place issued]

Doc. No. _____
Page No. _____
Book No. _____
Series of _____.

**The identification card shall be at least one of those acceptable proofs of identity as identified under the provisions of the 2004 Rules on Notarial Practice.*

"Sec. 12. Competent Evidence of Identity – The phrase "competent evidence of identity" refers to the identification of an individual based on:

At least one current identification document issued by an official agency bearing the photograph and signature of the individual, such as but not limited to, passport, driver's license, Professional Regulations Commission ID, National Bureau of Investigation clearance, police clearance, postal ID, voter's ID, Barangay certification, Government Service and Insurance System (GSIS) e-card, Social Security System (SSS) card, Philhealth card, senior citizen card, Overseas Workers Welfare Administration (OWWA) ID, OFW ID, seaman's book, alien certificate of registration/immigrant certificate of registration, government office ID, certification from the National Council for the Welfare of Disabled Persons (NCWDP), Department of Social Welfare and Development (DSWD) certification;

The Board Resolution or Secretary's Certificate referring to the said Board Resolution designating the bidder's authorized representative and signatory need not specifically indicate the particular project where such authority is given provided that the said authority covers activities by PS.