



**REQUEST FOR QUOTATION/BID FORM**

Date: April 16, 2025  
PR No.: 2025-02-093/2025-03-348  
Fund: 101  
End-User: Accounting - Ma. Alma B. Santos  
CAO Finance - Rommel S. Torres

Project Name: **PROCUREMENT OF UNINTERRUPTIBLE POWER SUPPLY (UPS) FOR ACCOUNTING UNIT AND CAO-FINANCE OFFICE**  
ABC: **Fifty Thousand Four Hundred Sixty Pesos (Php 50,460.00)**  
Mode of Procurement: NP-Small Value Procurement (Section 53.9 of the 2016 RIRR of RA 9184)  
Mode of Evaluation: Lot Evaluation  
Delivery Period: Fifteen (15) calendar days upon receipt of P.O.

Sir/Madam:

Please quote your lowest price on the item/s listed below, subject to the Terms and Conditions below and submit your quotation duly signed by your representative not later than **APRIL 23, 2025** sealed in an envelope.

  
**GEMMA G. ACEDO, Ph.D.**  
BAO Chairperson

**Note:**

- Bidder shall provide correct and accurate information required in this form. All entries must be typewritten or legibly written.
- 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.
- Price quotation/s to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
- Bidder may submit, if available, original brochure showing certifications of the product being offered.
- Quotations through email is acceptable. Winning bidder shall submit original signed RFQ before issuance of Purchase Order.
- Documentary requirements shall be attached upon submission of the quotation:

**a. Mayor's/Business Permit**

**b. PhilGEPS Registration Certificate**

**c. Income/Business Tax Returns (for ABC's above P500K)**

**d. Omnibus Sworn Statement (for ABC's above P50K) - for submission upon receipt of Notice of Award**

Item No.	Description	QTY	UOM	BID OFFER		Offered Specs/ Brand/Model	Remarks
				Unit Price	Total Price		
1	<b>BACK UPS</b> Technical Specifications: * Run Time for load: 1320 W * Main Input Voltage: V AC 1 phase * Other Input Voltage: 230V * Main Input Voltage: 230 V 1 phase * Rated power in W: 1320 W * Rated power in VA: 2200 VA * Product or component type: Uninterruptible power supply (UPS) * Input Connection Type: C19/C21 * Output connection type *3 IEC 60320 c13 surge *3 universal surge * Cable length: 1.5m *Number of cables: 1 *Battery type: Lead-acid battery	1	unit				



	Batteries & Runtime *Number of battery files slots: 1 *Number of battery free slots: 0 *Battery recharge time: 16h *Number of battery replacement quantity:1 *Battery voltage: 24V *Overcurrent protection: 15A *Battery charge power: 12W rated					
2	<b>UPS (Uninterruptible Power Supply)</b> Run time for load 1200W Min-Max: 120-1200 W 1 imn 22s Max. Capacity used 100% Main Input Voltage 230V Rated Power in VA 2200 VA Battery Voltage 24V Output connection type: 4 universal Battery type: Lead-acid battery	1	unit			
<b>TOTAL BID PRICE</b>						

After having carefully read and accepted your General Conditions, I/We submit our quotation/s for the item/s above.

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Mobile No. / E-mail Address

#### TERMS AND CONDITIONS

1. Quotations exceeding the Approved Budget for the Contract shall be rejected.
2. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
3. The item/s shall be delivered according to the accepted offer of the bidder.
4. Payment shall be processed after delivery and upon submission of the required supporting documents, in accordance with existing government accounting rules and regulations.
5. 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 CatSU 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.
6. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.