



REQUEST FOR QUOTATION

Canvass No.: 26-08-191

DEADLINE OF SUBMISSION: September 1, 2026,
9:00A.M

ALVIN C. EXCLAMADOR

Procurement Officer

Name of Supplier/Company : _____
Company Address : _____
Contact No./Tel./Fax#: _____
Philgeps Registration No. : _____
BIR Tin No. : _____
DBP Bank Account (No Bank : _____
Charge) : _____
If none DBP Bank Account, Bank : _____
Charges May Apply : _____

Please quote your lowest price on the item/s listed below, subject to the General Conditions stated herein.

- Note:
1. Bidders shall provide correct and accurate information required in this form. Do not leave blank entries, put N/A for not applicable.
 2. Price quotation/s must be denominated in Philippine Peso and shall include all taxes, duties, and/ or levies payable.
 3. Bidders must indicate the BRAND and MODEL NUMBER for equipment and its accessories or peripherals. Evidence shall be in the form of manufacturer's un-amended sale literature, unconditional statement of specification and compliance issued by the manufacturer and sample.
 4. Quotations exceeding the Approved Budget for Contract shall be rejected.

ITEM No.	ITEM & DESCRIPTION	QUANTITY	BIDDER'S STATEMENT OF COMPLIANCE	UNIT COST (VAT Inclusive)	Total Cost (VAT Inclusive)
	Procurement of replacement of parts for the repair and maintenance of CNU generators.	1 LOT			
	125 KVA Generator Set - Library				
	Oil Filter	1 pc			
	Battery N75 Battery	2 unit			
	300 KVA Generator Set - ACAS & TAC				
	Fuel Filter	6 pc			
	Oil Filter	2 pc			
	Water Separator	2 pc			
	Engine Lube Oil	5 pc			
	Air Cleaner	3 pc			
	Coolant for Generator	18 gal			
	Battery N120 Battery	4 unit			
	PAGE 1				

Please quote at your government price (including VAT) and state that the time within which you can make delivery. It will be appreciated if we can have your quotation in the office as soon as possible on or before the deadline stated herein.

TERMS AND CONDITIONS:

1. Price quotation/s must be valid for a period of _____ calendar days from the date of submission of quotation.
2. Award of contract shall be made to the lowest calculated and responsive quotation (for goods and infrastructure), or, highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
3. 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.
4. The item/s shall be delivered accordingly to the requirements specified in the Technical Specifications.
5. CNU shall have the right to inspect and/or test the goods to confirm their conformity to the Technical Specifications.
6. Payment shall be processed after delivery and upon 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.
7. Delivery period is within 30 Calendar Days
8. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for equipment, from date of acceptance by the procuring entity.
11. Bidders shall submit original brochures showing certifications of the product.
12. This form shall be submitted either via email through bac@cnu.edu.ph including the required documents for supplier or may opt to send in an enclosed envelope and send to Ms. Victoria G. Bontilao, Head Procurement Unit at Cebu Normal University, Jones Avenue, Barangay San Antonio, Cebu City
13. Supplier must have sale/service invoice.
14. *Liquidated damages (LD) equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribe delivery period shall be imposed per day of delay. CNU may rescind the contract once the cumulative amount of LD reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.*
15. Under Section 4.3 of GPPB Resolution No. 10-2026 the following documentary requirements below shall be submitted during your submission of offer/quotation.

	REQUIREMENTS	REMARKS
1	Mayor's/Business Permit	✓
2	PhilGEPS Registration Number	✓
3	Income or Business Tax Return <i>for ABC exceeding 500K*</i>	✓
4	Omnibus Sworn Statement <i>for ABC's above 50K*</i>	✓
5	Professional License or Curriculum Vitae <i>for consulting services*</i>	N/A
6	Net Financial Contracting Capacity (NFCC) or Commitment Line of Credit (LoC) <i>for Emergency Cases, Take Over Contracts, or Adjacent or Contiguous Mode of Procurement*</i>	N/A
7	PCAB License <i>for infrastructure*</i>	N/A

After having carefully read and accepted your General Conditions, I/We quote you on the Item at prices noted above.

Canvasser/Buyer Signature

Printed Name / Signature of Supplier / Contractor

Date

SDF-PRU-211-002-01



Certification Date: 24 January 2024
Recertification due date: 24 January 2027
For verification of the certificate please
Access: www.ukas.com (Certificate
Check and type the registration number)



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ALVIN C. EXCLAMADOR
Procurement Officer

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ITEM No.	ITEM & DESCRIPTION	QUANTITY	BIDDER'S STATEMENT OF COMPLIANCE	UNIT COST (VAT Inclusive)	Total Cost (VAT Inclusive)
	300 KVA Generator Set - TAC	1 LOT			
	Replacement of 600A ATS Panel Complete with Enclosure, MCCB, Mechanical Interlock, Relay Protection, Selector Switches, Pilot Lights, Terminal Lugs and Accessories				
	600 Amperes (600A), continuous duty, 230 Volts AC 3-Phase, 60 Hz.				
	NEMA-1 rating, Gray or Beige powder-coated finish. Wall-mounted panel configuration.				
	Molded Case Circuit Breaker (MCCB) type Automatic Transfer Switch. Motorized mechanism type with a reliable mechanical interlock to prevent simultaneous connection of normal and emergency power sources. Equipped with Allen-type mechanical terminal lugs suitable for 250 mm ² conductors (minimum 12 pieces total for Generator-to-ATS connections).				
	Front-mounted selector switch for "Auto-Off-Manual" operation. Front-door mounted pilot lights indicating source status: Green: Normal Utility Power Active Red: Emergency/Generator Power Active				
	Under-Voltage (UV) and Over-Voltage (OV) protection relay monitoring for the emergency/normal source. Standard industrial-grade normal and auxiliary control relays.				
	Adjustable time delay functions for: Time Delay on Transfer (to emergency source). Time Delay on Re-transfer (back to normal utility source).				
	Installation, Testing and Commissioning	1 LOT			
	INDIRECT COST				
	OCM (15% OF TDC)	1 LOT			
	PROFIT (10% OF TDC)	1 LOT			
	VAT 7% OF (TDC + OCM + PROFIT)	1 LOT			
PAGE 2			ABC	590,000.00	

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SDF-PRU-211-002-01



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