



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
MALACAÑANG, MANILA  
**CORPORATE PLANNING AND REFORMS SERVICE**

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## **REQUEST FOR PROPOSAL**

Please refer to the Terms of Reference (TOR) below to find out if you have the expertise that DBM needs for the conduct of a series of Customized Leadership and Personal Development Workshops for all DBM, Procurement Service and the Government Procurement Policy Board – Technical Support Office.

The successful candidate shall be engaged for three (3) months beginning from the first meeting between the two parties after the signing of the contract.

Qualified candidates must submit a **project proposal** together with **their comprehensive resume and Letter of Application** addressed to

Gil P. Montalbo  
Department Assistant Secretary  
Department of Budget and Management  
Malacañang, Manila

at this email address: [cprs@dbm.gov.ph](mailto:cprs@dbm.gov.ph) on or before October 22, 2012. For further inquiries, you may contact Ms. Lejos at these numbers: 735-4806 or 735-4916.



REPUBLIC OF THE PHILIPPINES

**Department of Budget and Management**

Malacañang, Manila

## REQUEST FOR QUOTATION

February 27, 2012

Sir/Madam:

We are considering your place/resort as the venue for our business planning workshop. In this regard, please quote us your lowest price for the lease of venue for the conduct of a 3-day Business Planning Workshop of the Department of Budget and Management (DBM) scheduled on March 28-30, 2012.

Prospective Participants: 75 pax (51 Females, 24 Males)

Big Function Room/Ballroom for Plenary sessions good for 75 pax, with projector, pads and pencil, etc. (The function room should not have a post or pillar or wall in the middle)

Five (5) Breakout rooms for workshop (for 10 to 15 pax)

Accommodation: (a) three (3) single rooms; (b) 38 twin sharing rooms; and (c) 1 quadruple rooms

Meals and Snacks:

First day - AM snacks, Lunch (Buffet), PM snacks, Dinner (Buffet)

Second day - breakfast (Buffet), lunch (Buffet), dinner (Buffet), AM and PM

Snacks

Third day - breakfast (Buffet), AM snacks, Lunch (Buffet) and PM Snacks

Please submit your quotations on or before February 29, 2012.

Room Charges:	P _____
Meal Charges :	P _____
Others, if any:	P _____
TOTAL:	P _____
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If you have any questions or clarifications, please coordinate with Ms. Dimpna O. Lejos (Ningning) at telephone numbers 7354806 or 4901000 local 5601 or email to [dlejos@dbm.gov.ph](mailto:dlejos@dbm.gov.ph) or [dlejos@yahoo.com](mailto:dlejos@yahoo.com)

Thank you very much.

Very truly yours,

**GIL P. MONTALBO**  
*Director IV, CPRS-DBM*