



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
ADMINISTRATIVE SERVICE  
MALACAÑANG, MANILA

## REQUEST FOR QUOTATION

The Department of Budget and Management (DBM), through its Administrative Service (AS), will undertake a Small Value Procurement for the "*Fabrication and Delivery of Building Directory*", General Solano St. San Miguel, Manila, in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

- Name of Project : Fabrication and Delivery of DBM Building Directory
- Location : G/F, DBM Buildings I, II and III, General Solano, San Miguel, Manila
- Specifications : Three (3) units Building Directory  
Dimension : 65" x 24" x 32  
Materials : 9mm acrylic clear, wood, paint, sintra board, vinyl sticker (see attached drawing, Annex "B")
- Approved Budget for the Contract : Sixty Thousand Pesos (P 60,000.00)
- Delivery Date : Fifteen (15) working days from receipt of Purchase Order

Interested suppliers are required to submit their valid and current Mayor's Permit and PhilGEPS Registration Certificate, and price quotation (Annex "A").

Submission of quotation and eligibility documents is on or before 5:00 p.m. of 18 December, 2013, at the Administrative Service, Ground Floor, DBM Building III, General Solano St., San Miguel, Manila, Manila. Tele Fax No. 735-4979. Open submission may be submitted, manually or through facsimile.

For inquiry, you may contact us at tel. no. 735-4902 or 490-1000 locals 3114, 3115 & 3117.

Very truly yours,

**ATTY. SOFIA C. YANTO**  
*Director, Administrative Service*

## PRICE QUOTATION FORM

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 Date

The Administrative Service  
 Department of Budget and Management  
 G/F DBM Building III  
 Gen. Solano St., San Miguel, Manila

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Description	Scope of Work	QTY	Unit Price	Total Price
Building Directory	Dimension : 65" x 24" x 32 Materials : 9mm acrylic clear, wood, paint, sintra board, vinyl sticker (attached drawing, Annex "B")			
	<b>GRAND TOTAL</b>			

 (Amount in Words) \_\_\_\_\_
   
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The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

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 Name/Signature of Representative

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 Name of Company

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 Contact Number

