



REPUBLIC OF THE PHILIPPINES
Department of Budget and Management
Malacañang, Manila

ADMINISTRATIVE SERVICE

REQUEST FOR QUOTATION

The Department of Budget and Management (DBM), through its Administrative Service (AS), will undertake a Small Value Procurement for the "*Printing of Budget and Management Bulletin for CY 2013*", in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : Printing of Budget and Management Bulletin for CY 2013

Approved Budget for the Contract : Ninety-Six Thousand Pesos (P 96,000.00)

Location : Administrative Service, Mabini Hall, Malacanang, Manila

Delivery Date : Three (3) days (excluding Sunday) after the TIS submission of camera ready materials

Prospective bidders shall accomplish, provide correct and accurate information and submit the duly signed Price Quotation Form (Annex "A") together with their valid and current Mayor's Permit, DTI or SEC Registration Certificate and PhilGEPS Registration, not later than 5:00 p.m. on February 25, 2013. Open quotations may be submitted, manually or through facsimile at the Administrative Service (AS), General Services Division, G/F Mabini Hall, Malacanang, Manila with telephone nos. 735-4902/735-4921 and fax nos. 735-4979 and 735-1957.

Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of submission.

Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative/s.

The DBM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.

Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the deliverables not delivered within the prescribed period shall be imposed per day of delay. The DBM shall 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.

The DBM reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

For inquiry, you may contact Ms. Marissa A. Santos of the GSD-Procurement Unit at tel. nos. 735-4902 / 735-4921 or 490-1000 local 5001.

Very truly yours,

ATTY. SOFIA C. YANTO

Director, Administrative Service

PRICE QUOTATION FORM

Date

The Administrative Service
Department of Budget and Management
Mabini Hall, Malacanang, 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	Specification	Qty	Unit Price	Total Price
Printing of Budget and Management Bulletin for CY 2013	Cove r : Self cover Color : 4 colors Paper : matte coated 70 gsm Trim size : 8.25 x 11.75 inches No. of Pages : 12 Other requirements : delivery of 2,000 copies per quarter or a total of 8,000 copies per year			
GRAND TOTAL				

(Amount in Words) _____

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name/Signature of Representative

Name of Company