



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 "Supply and Delivery of Toners and Drums for Computer Printers", in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : Supply and Delivery of Toners and Drums for Computer Printers

Location : Administrative Service, General Services Division,
Ground Floor, DBM Building III, General Solano Street, San Miguel, Manila

Specifications : Toners and Drums for Brother HL-2040 Printers

Approved Budget for the Contract : Seventy Five Thousand Pesos (Php 75,000.00)

Delivery Date : Fifteen (15) Working Days upon Receipt of Notice to Proceed

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 5:00p.m. of 27 May 2013 at the Administrative Service, Ground Floor, DBM Bldg. III, Gen. Solano St., San Miguel, Manila. Open submission may be submitted, manually or through facsimile at fax no. 735-4979.

For inquiry, you may contact us at tel. nos. 735-4979 or 490-1000 locals 3114, 3115 & 3117.

Very truly yours,

ATTY. SOFIA C. YANTO
Director, Administrative Service

PRICE QUOTATION FORM

 Date

The Administrative Service
 Department of Budget and Management
 Ground Floor, DBM Bldg. 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 | Quantity | Specifications | Unit Price | Total Price |
|--|----------|--|------------|-------------|
| Supply and Delivery of toners and drums for computer printers: | | Toner and drum for BROTHER HL-2040 printer | | |
| Toners | 14 | TN2025 | | |
| Drums | 6 | DR2025 | | |
| | | All items should be genuine, authentic or original. All items should not be remanufactured and/or refilled | | |
| | | Total Cost | | |

 (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



Republic of the Philippines
DEPARTMENT OF BUDGET AND MANAGEMENT
Malacañang, Manila

NOTICE OF AWARD

May 29, 2013

MR. ALDEN A. ROJAS

Solid Business Machines Center, Inc.
Suite 303, Singson Bldg., Plaza Moraga
Binondo, Manila

Dear Mr. Rojas:

We are please to inform you that the project "Supply and Delivery of Toners and Drums for Computer Printers" is hereby awarded to your company in the amount of Sixty Seven Thousand Eight Hundred Eighty Pesos (P67,880.00).

Based on the evaluation of your submitted documents, the Administrative Service finds your submission as the lowest calculated and responsive quotation for the said project.

Thank you very much,

Very truly yours,

ATTY. SOFIA C. YANTO

Director, Administrative Service



Republic of the Philippines
DEPARTMENT OF BUDGET AND MANAGEMENT
Malacañang, Manila

NOTICE TO PROCEED

June 3, 2013

MR. ALDEN A. ROJAS

Solid Business Machines Center, Inc.
Suite 303, Singson Bldg., Plaza Moraga
Binondo, Manila

Dear Mr. Rojas:

Per attached Purchase Order No. 2013-085, we hereby notify you that your Office may commence work on the project "Supply and Delivery of Toners and Drums for Computer Printers" upon receipt and acceptance of this notice.

In this regard, your Office shall coordinate with our General Services Division in executing the said service, in accordance with the terms and conditions stated at the back of the Purchase Order.

Thank you very much.

Very truly yours,

ATTY. SOFIA C. YANTO

Director, Administrative Service

Conforme:

Mr. Alden A. Rojas

