



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
BONCODIN HALL, GENERAL SOLANO STREET, SAN MIGUEL, MANILA

REQUEST FOR QUOTATION

The Department of Budget and Management (DBM), through its Administrative Service (AS), will undertake a Small Value Procurement for the “*Offset Printing Services and Delivery of the DBM Corporate Identity Manual*”, in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

- Name of Project : Offset Printing Services of the DBM Corporate Identity Manual (CID)
- Approved Budget for the Contract : Two Hundred Thousand Pesos (P 200,000.00)
- Specifications : Offset Printing Services for 1,000 copies of DBM CID Manual
(see attached Annex “A” for specification)
- Location : G/F, DBM Bldg. III, Gen. Solano St., San Miguel, Manila
- Delivery Date : Delivery of Printer’s Proof within one (1) working day after the DBM submission of Final Printer-Ready Layout
Full delivery of printed materials not more than two (2) weeks
(14 calendar days) after the approval of Printer’s Proof

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 10 April 2014 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 nos. 735-4979 / 735-1957.

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	Specification	Qty	Unit Price	Total Price
Offset Printing and Delivery of the DBM Corporate Identity and Design Manual	1. Size : Cover - 7.5 x 10" Inside – 7" x 10" 2. Pages : 70 pages (maximum including covers) 3. Stock : Cover – C2S 100lbs matte laminated with 3D effect #30 paste board Inside – matter 80 gsm, Full color 4. Color : Cover - 4x4 + UV coating Inside - 4x4 5. Black coated double loop wire (size to fit no. of pages)	1,000 copies		
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

Contact No.

