



**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 Information Collaterals*”, in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

- Name of Project : Offset Printing Services of three (3) Information Collaterals
- Approved Budget for the Contract : Three Hundred Thousand Pesos (P300,000.00)
- Specifications : Printing of three (3) different Infographic Materials  
(see attached Annex “A” for specifications)
- Location : G/F, DBM Bldg. III, Gen. Solano St., San Miguel, Manila
- Delivery Date :  
i. Delivery of Printer’s Proof within one (1) working day after the DBM submission of Final Printer-Ready Layout  
ii. Full delivery of printed materials within three (3) working days after the approval of Printer’s Proof  
iii. The DBM-OSEC PIU (End-User) may opt to separately provide the three (3) materials at different schedules provided that the first material for printing should be available and delivered by April 21, 2014

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 three (3) Information Collaterals	<b>I. What is DBM? –</b> Organizational Brochure, incorporates visual elements produced by the Institutional Identity Branding Project. i. Printing of 20,000 copies (back- to-back) ii. Paper Size: A4, 2-fold, 3 panels iii. Stock : 100gsm iv. Color : 4x4	20,000 copies		
	<b>II. Budget Priorities Framework –</b> Summarizes the Budget Priorities Framework for the 2014 Fiscal Year. i. Printing of 20, 000 copies (back-to-back) ii. Paper Size : A4 iii. Stock : 100gsm iv. Color : 4x4	20,000 copies		
	<b>III. Where your taxes go –</b> A condensed presentation of the 2014 People’s Budget putting emphasis on how taxes are dissected and their allocation per sector / department. i. Printing of 20, 000 copies (back-to-back) ii. Paper Size: A3, 2 fold, 4 panels iii. Stock : 100gsm iv. Color : 4x4	20,000 copies		

<b>GRAND TOTAL</b>				
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(Amount in Words) \_\_\_\_\_

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

Very truly yours,

\_\_\_\_\_  
Name/Signature of Representative

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Contact No.