



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 "*Printing and Delivery of Governance Cluster Action Plan Brochure and OGP Primer*" in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : Printing and Delivery of Governance Cluster Action Plan Brochure and OGP Primer

Location : G/F DBM Building II, General Solano, San Miguel, Manila

Specifications : Printing and Delivery of 5,000 copies each of Governance Cluster Action Plan Brochure and OGP

Approved Budget for the contract : Seventy Thousand Pesos (P70,000.00)

Delivery Date : Seven (7) days upon approval of sample and 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 24 April 2014, 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

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 Printing and Delivery of :	Specification	Qty	Unit Price	Total Price
1. Governance Cluster Action Plan Brochure	Size : C5 (6.4inc. x 9 in) /page No. of Pages : 14 (including cover) Color : Full Color Finish : Saddle Stitch Cover and Back Paper Materials : Matte # 140 Inside Pages Paper Materials : Matte #80	5,000 copies		
2. OGP Primer	Size : A4 No. of Pages : 1 (back to back) Color : Full Color Paper Materials : Matte # 80	5,000 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 Number