



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
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 “ *Printing and Delivery of Philippine Government Internal Audit Manual (PGIAM)*”, in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : Printing and Delivery of Philippine Government Internal Audit Manual

Approved Budget for the Contract : Thirty Five Thousand Pesos (P 35,000.00)

Specifications : Printing Services for 100 copies of Philippine Government Internal Audit Manual (see attached Annex “A” for specification)

Location : G/F, DBM Bldg. III, Gen. Solano St., San Miguel, Manila

Delivery Date : Fifteen (15) working days upon receipt of Purchase Order and 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 07 August 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
Printing and Delivery of the Philippine Government Internal Audit Manual (PGIAM)	1. Kind of Job : Workbook / handbook	100 copies		
	2. Quantity : 100 copies			
	3. No. of Pages : 300 pages			
	4. Size : A4 (8.27 x 11.69 in.)			
	5. Cover : Cover - Full Colors Inside - 1 color			
	6. Kind of Paper : Kromkote 189 with matte lamination cover and matte 60 inside pages			
	7. Binding : Sewn			
	8. Process : Offset printing			
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.