



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 “*Purchase of Library Cataloguing Tools for the DBM Library*”, in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

- Name of Project : Purchase of Library Cataloguing Tools for the DBM Library
- Approved Budget for the Contract : Sixty Four Thousand Pesos (P 64,000.00)
- Specifications : Library Cataloguing Tools (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 the 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 17 July 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:

Item No.	Description / Specification	Qty	Unit	Unit Price	Total Price
1	OCLC - Dewey Decimal Classification System Doc 23 HB C2011 23E 4 Vols MITCHELL	1	set		
2	HWWC - Sears List of Subject Headings HB C2010 20 th MILLER	1	copy		
3	GBT - Cutter Number SB C1996 CUTTER	1	copy		
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.

