



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 “*Supply and Delivery of Acrylic Office Signages and Frames*” in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

- Name of Project : “Supply and Delivery of Acrylic Office Signages and Frames”
- Approved Budget : One Hundred Thirty Five Thousand Pesos (P135,000.00)  
for the Contract
- Specifications : See attached Annex “A” for specification
- Location : G/F DBM Building III, General Solano Street, San Miguel, Manila
- Delivery Date : Ten (10) 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 22 July, 2014, 2014, 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 no. 735-4979.

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:

| Specification   | Quantity | Unit Cost | Total Cost |
|---|----------|-----------|------------|
| Acrylic Holder for Common Rest Rooms, 1.5mm, size 5.50" x 8.50"   | 104 pcs. |           |            |
| Supply and installation of <b>Evacuation Plan</b> , for common area, Sticker on Hi-impact, Glow in the dark, acrylic clear 2mm, stainless bolt, size 11" x 17"  | 13 pcs   |           |            |
| Supply and installation of <b>Evacuation Plan</b> , for common area, Sticker on Hi-impact, Glow in the dark, acrylic clear 2mm, stainless bolt, size 8.5" x 12" | 33 pcs.  |           |            |
| Acrylic holder for Conference Room Door (notice of meeting) acrylic clear 1.5mm, acrylic diffuser 1.5mm, with hanger, size 8.5" x 12"                           | 6 pcs    |           |            |
| HOUSE RULES - acrylic holder, acrylic clear 1.5mm, acrylic diffuser 1.5mm, size 8.5" x 17"  | 32 pcs.  |           |            |
| Acrylic holder per Floor (1st, 2nd, 3rd & 4th Floor), acrylic diffuser 1.5mm, size 4" x 12"   | 12 pcs   |           |            |
| Acrylic Holder frame, specs: acrylic clear 1.5mm, acrylic diffuser 1.5mm, size 32" x 30"  | 2 pcs    |           |            |
| Acrylic Holder frame, specs: acrylic clear 1.5mm, acrylic diffuser 1.5mm, size 32" x 46"  | 1 pc     |           |            |
| Official door signage: <i>Assistant Secretary</i>   | 3 pcs    |           |            |

|  |                  |  |  |
|--|------------------|--|--|
| specification: base wood; wall nut (dark brown) finish, simple, flat edges, size: 3/8" thick x 4"W x 50"L; Brass (2mm) Letter cut our Monotype Corsiva |                  |  |  |
| B.U.D.G.E.T Union<br>DBM-SME<br>DBM-ECC  | 1 pc             |  |  |
| Male<br>Female: specification: black embossed symbol on square brass plate;  | 3 pcs.<br>3 pcs. |  |  |
| PWD - with embossed text saying "PWD: and use symbol   | 1 pc             |  |  |
| Fire Exit - glow in the dark   | 3 pcs            |  |  |
| <b>TOTAL</b>   |                  |  |  |

(Amount in Words) \_\_\_\_\_

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

Actual sample of the above requirements shall be submitted together with the accomplished Price Quotation Form, subject for the approval of the DBM.

Very truly yours,

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

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

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