



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
ADMINISTRATIVE SERVICE  
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 “*Supply and Delivery of Various Door Knobs, Handlesets and Closers*”, in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

- Name of Project : Supply and Delivery of Various Door Knobs, Handlesets and Closers
- Location : G/F, DBM Building III, General Solano Street, San Miguel, Manila
- Specifications : Supply and Delivery of Various Door Knobs, Handlesets and Closer (see attached Annex “A” for the specifications)
- Approved Budget : One Hundred Eighty Six Thousand Three Hundred Pesos (P186,300.00)  
for the Contract
- Delivery Date : Fifteen (15) working days upon Receipt of 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 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

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 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 Specification	Quantity	Unit	Unit Price	Total Price
Door Lockset (knob)	100	Unit		
Door Lockset (handleset) with dummy	10	Unit		
Door Knob Dummy	10	Unit		
Door Closer, 2-speed adjustment for up to 120-Kg	6	unit		
Warranty Certificate				
<b>TOTAL PRICE</b>				

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

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

Very truly yours,

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 Name/Signature of Representative

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 Name of Company

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 Contact No.



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
ADMINISTRATIVE SERVICE  
MALACAÑANG, MANILA

**NOTICE OF AWARD**

October 29, 2013

**MR. ROEHL RIVERA**

Smartmove Car Care Services  
324 A. Mabini St., Brgy. 10,  
Dist. 2, Caloocan City

Dear **Mr. Rivera:**

We are pleased to inform you that the project "*General Cleaning of Air Conditioning Units for Toyota Hi-Ace 2008*", is hereby awarded to your company in the amount of One Hundred Twenty Six Thousand Pesos (P 126,000.00).

Based on the evaluation of your submitted documents, the Administrative Service finds your submission as the lowest calculated and responsive quotation for the said project.

Thank you very much.

Very truly yours,

**ATTY. SOFIA C. YANTO**

*Director, Administrative Service*



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
ADMINISTRATIVE SERVICE  
MALACAÑANG, MANILA

**NOTICE TO PROCEED**

November 4, 2013

**MR. ROEHL RIVERA**

Smartmove Car Care Services  
324 A. Mabini St., Brgy. 10,  
Dist. 2, Caloocan City

Dear **Mr. Rivera:**

Per attached Purchase Order No. 2013-183, we hereby notify you that your Office may commence work on the project "*General Cleaning of Air Conditioning Units for Toyota Hi-Ace 2008*", upon receipt and acceptance of this notice.

In this regard, your Office shall coordinate with our General Services Division in executing the said service, in accordance with the terms and conditions stated at the back of the Purchase Order.

Thank you very much.

Very truly yours,

**ATTY. SOFIA C. YANTO**

*Director, Administrative Service*

Conforme:

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Mr. Roehl Rivera

