



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 Data Folder," in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

- Name of Project : Supply and Delivery of Data Folder
- Approved Budget for the Contract : Sixty Six Thousand Nine Hundred Sixty Pesos (P66,960.00)
- Specifications : See the attached Annex "A" for specifications
- Location : G/F DBM Building III, Gen. Solano St., San Miguel, Manila
- Delivery Date : Within seven (7) calendar days from receipt of the Notice to Proceed

Interested suppliers are required to submit their valid and current Mayor's Permit and PhilGEPs Registration Certificate, Technical Specifications (Annex "A") and Price Quotation Form (Annex "B").

Submission of quotation and eligibility documents is on or before 3:00 p.m. of April 8, 2016 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 791-2000 locals 3107, 3114 & 3115.

Very truly yours,


ATTY. ANDREA CELENE M. MAGTALAS
Director, Administrative Service

Technical Specifications

Bidders must state here either "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each "Specification."

Specifications	Bidder's Statement of Compliance
1. Dimension: Width: 75mm (min) Height: 230mm (min) Length: 380mm (min)	
2. Material: Chipboard, 2.5mm thick (min) Leatherette paper for outside cover Coated paper for inside cover Spine is provided with finger ring and clear plastic pocket for labeling purposes Spine made of PVC gamuza	
3. With lever arch file mechanism and taglia lock	

I hereby certify to comply and deliver all the above Technical Specifications.

Name of Company/Bidder

Signature over Printed Name
Of Representative

Date

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 and Specifications	Quantity	Unit Price	Total Price
Data Folder See Annex "A" for specifications	496 pcs.		

(Amount in Words) _____

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

Very truly yours, is provided with finger ring and clear plastic pocket for labeling purposes

Name/Signature of Representative

Name of Company

Contact No.