



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 Various Office Supplies,*" 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 Office Supplies*
- Approved Budget : Sixty-Nine Thousand Four Hundred Ninety-Three Pesos
for the Contract(ABC) (P69,493.00)
- Specifications : See attached Annex "A" for the Technical Specifications
- Location : G/F DBM Building III, Gen. Solano St., San Miguel, Manila
- Delivery Date : Within 15 calendar days upon receipt of Notice to Proceed

Interested suppliers are required to submit their valid and current Mayor's Permit, Income/Business Tax Return (For ABCs above P500k), PhilGEPS Registration Number, Omnibus Sworn Statement and Authority of Signatory, upon submission of quotation. PhilGEPS Platinum Membership may be submitted in lieu of the Mayor's/ Business Permit and the PhilGEPS Registration Number.

Award of contract shall be made to the bidder with lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative/s.

Submission of quotation and eligibility documents is on or before 3:00 p.m. of **October 29, 2018** 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. 735-1957.

For inquiries, you may contact us at tel. nos. 735-4902 or 657-3300 local 3115.

Very truly yours,


THEA MARIE CORINNE F. PALARCA
OIC- 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	Item	Description	Quantity	Unit	Total Price
<i>Supply and Delivery of Various Office Supplies</i>	Sign Pen	Color: Black Type: Liquid Gel Ink Tip: 0.5mm, needle type With metal clip Quick Drying No smear, smudge or globs Sleek and slim barrel Non-refillable Writing Length: 1km (min)	290	pc	
	Sign Pen	Color: Blue Type: Liquid Gel Ink Tip: 0.5mm, needle type With metal clip Quick Drying No smear, smudge or globs Sleek and slim barrel Non-refillable, Writing Length: 1kmmin)	382	pc	
	Sign Pen	Color: Red Type: Liquid Gel Ink Tip: 0.5mm, needle type With metal clip Quick Drying No smear, smudge or globs Sleek and slim barrel Non-refillable Writing Length: 1km (min)	154	pc	

Ring Binder	Plastic, 1/4", black	90	pc	
Ring Binder	Plastic, 1/2", black	90	pc	
Ring Binder	Plastic, 3/4", black	60	pc	
Double Adhesive Tape	Size: 1", Color: White	4	roll	
			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.

**CHECKLIST OF ELIGIBILITY AND TECHNICAL
DOCUMENTS FOR SUBMISSION**

Class "A" Documents

(1) Legal Documents

- PhilGEPS Registration Number
- Mayor's/ Business Permit
Note: For individuals, only the BIR Certificate of Registration shall be submitted in lieu of Mayor's Permit.
- Income/ Business Tax Return (For ABCs above P500K)

Note: PhilGEPS Platinum Certificate of Registration may be submitted in lieu of the Mayor's Permit and PhilGEPS Registration Number.

(2) Technical Documents

- Omnibus Sworn Statement
- Authority of the Signatory

Class "B" Documents

- JVA or the Duly Notarized Statement in accordance with Section 23.1(b) of the 2016 Revised IRR, if applicable.