



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 DIME Marketing and Training Collaterals” for FY 2019**, in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : “Supply and Delivery of DIME Marketing and Training Collaterals”

Approved Budget for the Contract (ABC) : **Five Hundred and Seventy Two Thousand Pesos only**
(Php 572,000.00)

Specifications : See the attached Annex “A” for specifications

Location : G/F DBM Building III, Gen. Solano St., San Miguel, Manila

Delivery Term : **On or before December 1, 2019**

Interested suppliers are required to submit their valid and current Mayor’s Permit, Income/Business Tax Return (for ABCs above Php500k), 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 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 _____ at the Administrative Service, Ground Floor, DBM Bldg. III, Gen. Solano St., San Miguel, Manila. Open submission may be submitted, manually or through email at eestipona@dbm.gov.ph.

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

Very truly yours,


THEA MARIE CORINNE F. PALARCA
Director IV, Administrative Service

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

Class "A" Documents

- **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.

- **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.

PRICE QUOTATION FORM

"Supply and Delivery of DIME Marketing and Training Collaterals"

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	Specification	Quantity	Unit Price	Total Price
Supply and Delivery of DIME Marketing and Training Collaterals	Pens <ul style="list-style-type: none"> ● See attached Annex "B" for the Technical Specifications 	400		
	Notebooks <ul style="list-style-type: none"> ● See attached Annex "B" for the Technical Specifications 	400		
	Coffee Mugs <ul style="list-style-type: none"> ● See attached Annex "B" for the Technical Specifications 	400		
	Drawstring Bag <ul style="list-style-type: none"> ● See attached Annex "B" for the Technical Specifications 	400		
	Keychain <ul style="list-style-type: none"> ● See attached Annex "B" for the Technical Specifications 	400		
	Jacket <ul style="list-style-type: none"> ● See attached Annex "B" for the Technical Specifications 	400		
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.

TECHNICAL SPECIFICATIONS*"Supply and Delivery of DIME Marketing and Training Collaterals"*

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."

Item	Technical Specifications		Bidder's Statement of Compliance
Supply and Delivery of DIME Marketing and Training Collaterals	Pens <ul style="list-style-type: none"> ● Retractable ● Body Material: Plastic ● Color: Black ● Design: with full-color print (<i>design to be provided by the End-user</i>) ● Ink Color: Black ● Tip Material: Metal 	400	
	Notebooks <ul style="list-style-type: none"> ● Cover Material: C2S or foldcote ● Cover Color: Black ● Double-wired ● Cover: customized front back (<i>design to be provided by end-user</i>) ● A5 Size with 80 leaves, with customized logo per bottom of page ● 80gsm 	400	
	Coffee Mugs <ul style="list-style-type: none"> ● Color: Black ● Material: Ceramic ● Capacity: Holds 11 ounces ● With creative customized full color logo design (<i>to be provided by End-user</i>) ● Dishwasher and microwave safe ● Lead Free 	400	

	<p>Drawstring Bag</p> <ul style="list-style-type: none"> ● Type: Drawstring Bag ● Color: Black ● Material: Standard Canvas ● Product Size: 12" x 14" ● Imprint Method: Silkscreen ● Logo Imprint: Full Color (<i>Design provided by End-user</i>) ● Packaging: Individual Plastic Pouch 	400	
	<p>Keychain</p> <ul style="list-style-type: none"> ● Color: black with customized logo design (<i>to be provided by end-user</i>) ● Total Length : 15.1 cm ● Material: Rubber ● PVC Ring: Iron 	400	
	<p>Jacket</p> <ul style="list-style-type: none"> ● Type: Bomber jacket ● Color: Moss Green or any equivalent color ● Fabric: Michael Angelo w/ black underlining ● All stitches at 1/4 ● Full front zip fastening (black zipper) ● Two (2) zipped side pockets ● Broad collar, ribbed hems and cuffs ● With printed design at the front and back (see jacket design for reference) ● Sizes: <ul style="list-style-type: none"> ○ Small - 100 pcs. ○ Medium - 150 pcs. ○ Large - 100 pcs. ○ Extra Large - 50 pcs. 	400	

I hereby certify to comply with all the above Technical Specifications.

Name of Company/Bidder

Signature over Printed Name of Representative

Date

SCHEDULE OF REQUIREMENTS*"Supply and Delivery of DIME Marketing and Training Collaterals"*

The delivery schedule expressed as weeks/months stipulates hereafter the date of delivery to the project site.

ITEM NO.	DESCRIPTION	QUANTITY	DELIVERY SCHEDULE
The contractor shall provide the following needed for the project:			
1.	Pens	400	On or before December 1, 2019
2.	Notebooks	400	
3.	Coffee Mugs	400	
4.	Drawstring Bag	400	
5.	Keychain	400	
6.	Jacket	400	

I hereby certify to comply and deliver all the above requirements.

Name of Company/Bidder

Signature over Printed Name of
Representative

Date

BLACK



COFFEE MUG



BALLPEN



KEYCHAIN

Handwritten signature



DRAW STRING BAG



Front Plastic Cover
(When the plastic cover is closed, the inside first sheet will be seen through and the Project DIME logo will fit in the monitor of first sheet)

Notebook Back Design
Email: projectdime@dbm.gov.ph

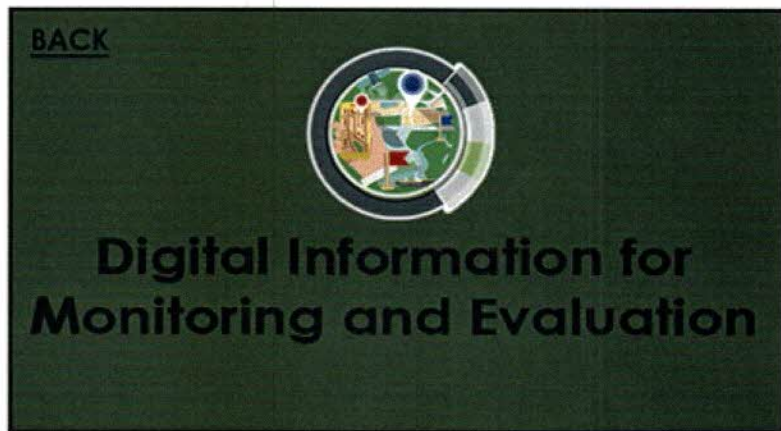
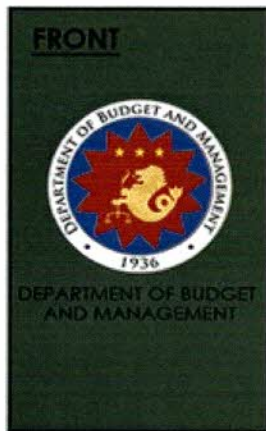
NOTEBOOK

Front Plastic Cover
(When the plastic cover is closed, the inside first sheet will be seen through and the Project DIME logo will fit in the monitor of first sheet)

Notebook Back Design
Email: projectdime@dbm.gov.ph

NOTEBOOK

Juan



JACKET

Jaw

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor of [Name of Bidder] with office address at [address of Bidder];

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for [Name of the Project] of the [Name of the Procuring Entity];

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the [Name of Bidder] in the bidding as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management

Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ___ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No.02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her _____ No. _____ issued on _____ at _____.

Witness my hand and seal this ___ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. ___, [date issued], [place issued]

IBP No. ___, [date issued], [place issued]

Doc. No. ____

Page No. ____

Book No. ____

Series of ____