



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 **“Maintenance Supplies for the 2nd and 3rd Quarters of 2019”**, in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : **“Maintenance Supplies for the 2nd and 3rd Quarters of 2019”**

Approved Budget for the Contract : **“One Hundred Sixty Two Thousand Pesos (Php162,000.00)”**

Specifications : See the attached Annex “A” for specifications

Location : Department of Budget and Management, General Solano Street, San Miguel Manila

Delivery Term : Thirty (30) calendar days from the receipt of Notice to Proceed (NTP)

Interested suppliers are required to submit their valid and current Mayor’s Permit, Latest Income/Business Tax Return, PhilGEPS Registration Number, Omnibus Sworn Statement, and price quotation form (Annex “A”) during submission of offer/quotation.

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 **July 19, 2019** 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 inquiry, you may contact us at tel. no. 657-3300 local 3115, fax no. 735-4979 and email mdavid@dbm.gov.ph.

Very truly yours,

THEA MARIE CORINNE F. PALARCA
Director IV, Administrative Service 

PRICE QUOTATION FORM

Date: _____

The Administrative Service
Department of Budget and Management
Ground Floor, DBM Bldg. III, Gen. Solano Street,
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
Maintenance Supplies for the 2nd and 3rd Quarters of 2019	➤ Tek Screw 12-14 x 2" hexagonal washer head with rubber washer	100 pieces		
	➤ Tex screw 12-14 x 3" hexagonal washer head with rubber washer	100 pieces		
	➤ All-around elastomeric sealant (for G.I. roof)	5 gallons		
	➤ Water plug (fast setting cement)	5 gallons		
	➤ Plasterboard jointing tape (50mm x 150m)	3 pieces		
	➤ Silicon Sealant (clear) 300ml each tube	30 tubes		
	➤ All-purpose structural adhesive A&B	1 gallon		
	➤ Polyurethane Spray Foam (420 ml each tube)	3 pieces		
	➤ Welding Rod 6011 5/32" (20 kg per Box)	4 boxes		
	➤ Welding Rod 6013 5/32" (20 kg per Box)	4 boxes		
	➤ Penetrating Oil and Water displacing spray (12)	3 pieces		
	➤ Manual Pump Plunger	2 pieces		
	➤ Expansion Bolt with screw washer (S 3/8 by 5/8 hole)	200 pieces		
	➤ BI threaded elbow 1-1/2" diameter threaded (90 degrees)	1 piece		
	➤ Teflon Tape 1"	10 pieces		
	➤ 1-inch wood screw flathead	1000 pieces		
	➤ 3/4 plywood 4ft x 8ft x 3/4 thick	2 pieces		
	➤ Edging 1/2 thick x 1ft x 10ft Liston wood	3 pieces		
	➤ 1/2 inch Finishing Nail	0.5 Kilo		
	➤ Castor wheel 125mm	4 pieces		
	➤ Battery 1.5V (AA)	100 pieces		
	➤ Battery 9V	10 pieces		
	➤ Thermal Grease (thermal conductivity: >1.90 W / m-k Thermal resistance: (<0/225C-in/W)	5 pieces		
➤ Marine plywood 34 x 48 x 96	1 piece			

➤	Paint thinner	1 gallon		
➤	Tinting Color (Blue)	0.25 liters		
➤	Quick Drying Enamel (white)	1 gallon		
➤	Metal stud vertical (3" x 10 feet)	20 pieces		
➤	Metal stud horizontal (3" x 10 feet)	25 pieces		
➤	Blind rivet 1/8" x 1 inch (100 pieces per box)	2 boxes		
➤	Metal Drill Bit 1/8" (titanium)	20 pieces		
➤	Masonry Drill Bit 5mm"	10 pieces		
➤	Black Screw 1inch (100 pieces per Box)	2 boxes		
➤	Plastic tox #8 (100 pieces per Box)	2 boxes		
➤	Tile Adhesive, Cement Based	2 sacks		
➤	Granite Cutting Disk 5"	3 pieces		
➤	Tile Grout	5 kilos		
➤	Diamond Cutting Disk 5"	3 pieces		
➤	Silicon Sealant Clear	10 pieces		
➤	Floor Tiles 60 cm x 60 cm (see sample)	6 pieces		
➤	Gravel	20 sacks		
➤	Sieve Sand	20 pieces		
➤	Cutter Blade with Holder	3 pieces		
➤	Gypsum Board (4ft x 8ft, 1/2 Thick)	20 pieces		
➤	Wooden Panel Door with Jamb, Door knob and Hinges (0.90m x 2.1m)	1 set		
➤	Flat Latex (White)	1 pail		
➤	Semi Gloss Latex (white)	2 pails		
➤	Roller Paint Brush (7" with thread)	3 sets		
➤	Paint Brush 3"	3 pieces		
➤	Paint Brush 1"	3 pieces		
➤	Hanza Yellow (latex color)	1 quart		
➤	Raw Sienna (latex color)	1 quart		
➤	Venetian Red (latex color)	1 quart		
➤	Lamp Black (latex color)	1 quart		
➤	Gypsum Putty ABC	3 gallons		
➤	Floor Sanding #100	2 meters		
➤	Sand Paper Water Proof #220	12 pieces		
➤	Self Adhesive Fiberglass mesh (50mm x 76.20m /2-inch x 250ft)	5 rolls		
➤	Skim Coat	1 bag		
➤	Outlet (2 gang 3 prong Surface type (white)	4 pieces		
➤	Electric Tape Big	5 pieces		
➤	Utility Box (plastic 2" x 2" x 4" inches)	4 pieces		
➤	Breaker 30 amp Bolt Type	1 piece		
➤	AWG THHN wire #8 Black	1 roll		
➤	AWG THHN wire #10 Black	1 roll		
➤	Light switch 2 gang with plate and cover (white)	2 pieces		
➤	Silver rod	20 pieces		
➤	Map gas 400g / 14.01 oz per piece	5 pieces		
➤	Data outlet	4 pieces		
➤	CAT 6 cable	1 roll		
➤	Mica tube (1/4" diameter)	1 roll		
➤	Flexible hose 1/2" diameter)	1 roll		

Total (inclusive of VAT)	
--------------------------	--

(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

Bidders/Suppliers must state "Comply" in the column "Statement of Compliance" against each of the individual parameters of each "Specification." Please do not just place check in the bidder's "Statement of Compliance."

Item	Technical Specifications	STATEMENT OF COMPLIANCE
Maintenance Supplies for the 2nd and 3rd Quarters of 2019		
1.	<ul style="list-style-type: none"> ➤ 100 pieces of Tek Screw 12-14 x 2" hexagonal washer head with rubber washer ➤ 100 pieces of Tex screw 12-14 x 3" hexagonal washer head with rubber washer ➤ 5 gallons of All-around elastomeric sealant (for G.I. roof) ➤ 5 gallons of Water plug (fast setting cement) ➤ 3 pieces of Plasterboard jointing tape (50mm x 150m) ➤ 30 tubes of Silicon Sealant (clear) 300ml each tube ➤ 1 gallon of All-purpose structural adhesive A&B ➤ 3 pieces of Polyurethane Spray Foam (420 ml each tube) ➤ 4 boxes of Welding Rod 6011 5/32" (20 kg per Box) ➤ 4 boxes of Welding Rod 6013 5/32" (20 kg per Box) ➤ 3 pieces of Penetrating Oil and Water displacing spray (12) ➤ 2 pieces of Manual Pump Plunger ➤ 200 pieces of Expansion Bolt with screw washer (S 3/8 by 5/8 hole) ➤ 1 piece of BI threaded elbow 1-1/2" diameter threaded (90 degrees) ➤ 10 pieces of Teflon Tape 1" ➤ 1000 pieces of 1-inch wood screw flathead ➤ 2 pieces of 3/4 plywood 4ft x 8ft x 3/4 thick ➤ 3 pieces of Edging 1/2 thick x 1ft x 10ft Liston wood ➤ 0.5 Kilo of 1/2 inch Finishing Nail ➤ 4 pieces of Castor wheel 125mm ➤ 100 pieces of Battery 1.5V (AA) ➤ 10 pieces of Battery 9V ➤ 5 pieces of Thermal Grease (thermal conductivity: >1.90 W / m-k Thermal resistance: (<0/225C-in/W) ➤ 1 piece of Marine plywood 34 x 48 x 96 ➤ 1 gallon of Paint thinner ➤ 0.25 liters of Tinting Color (Blue) ➤ 1 gallon of Quick Drying Enamel (white) ➤ 20 pieces of Metal stud vertical (3" x 10 feet) ➤ 25 pieces of Metal stud horizontal (3" x 10 feet) ➤ 2 boxes of Blind rivet 1/8" x 1 inch (100 pieces per box) ➤ 20 pieces of Metal Drill Bit 1/8" (titanium) ➤ 10 pieces of Masonry Drill Bit 5mm" ➤ 2 boxes of Black Screw 1inch (100 pieces per Box) ➤ 2 boxes of Plastic tox #8 (100 pieces per Box) ➤ 2 sacks of Tile Adhesive, Cement Based ➤ 3 pieces of Granite Cutting Disk 5" 	

	<ul style="list-style-type: none"> ➤ 5 kilos of Tile Grout ➤ 3 pieces of Diamond Cutting Disk 5" ➤ 10 pieces of Silicon Sealant Clear ➤ 6 pieces of Floor Tiles 60 cm x 60 cm (see sample) ➤ 20 sacks of Gravel ➤ 20 pieces of Sieve Sand ➤ 3 pieces of Cutter Blade with Holder ➤ 20 pieces of Gypsum Board (4ft x 8ft, 1/2 Thick) ➤ 1 set of Wooden Panel Door with Jamb, Door knob and Hinges (0.90m x 2.1m) ➤ 1 pail of Flat Latex (White) ➤ 2 pails of Semi Gloss Latex (white) ➤ 3 sets of Roller Paint Brush (7" with thread) ➤ 3 pieces of Paint Brush 3" ➤ 3 pieces of Paint Brush 1" ➤ 1 quart of Hanza Yellow (latex color) ➤ 1 quart of Raw Sienna (latex color) ➤ 1 quart of Venetian Red (latex color) ➤ 1 quart of Lamp Black (latex color) ➤ 3 gallons of Gypsum Putty ABC ➤ 2 meters of Floor Sanding #100 ➤ 12 pieces of Sand Paper Water Proof #220 ➤ 5 rolls of Self Adhesive Fiberglass mesh (50mm x 76.20m /2-inch x 250ft) ➤ 1 bag of Skim Coat ➤ 4 pieces of Outlet (2 gang 3 prong Surface type (white) ➤ 5 pieces of Electric Tape Big ➤ 4 pieces of Utility Box (plastic 2" x 2" x 4" inches) ➤ 1 piece of Breaker 30 amp Bolt Type ➤ 1 roll of AWG THHN wire #8 Black ➤ 1 roll of AWG THHN wire #10 Black ➤ 2 pieces Light switch 2 gang with plate and cover (white) ➤ 20 pieces of silver rod ➤ 5 pieces of map gas 400g / 14.01 oz per piece ➤ 4 pieces of data outlet ➤ 1 roll of CAT 6 cable ➤ 1 roll of Mica tube (1/4" diameter) ➤ 1 roll of Flexible hose 1/2" diameter) 	
II.	<ul style="list-style-type: none"> • Warranty: ➤ Replacement of defective maintenance supplies upon inspection within Seven (7) calendar days 	

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

Item	SCHEDULE OF REQUIREMENTS	Quantity	Contract Duration
	The Bidder/Supplier shall provide the following needed for the project:		
I	Maintenance Supplies for the 2nd and 3rd Quarters of 2019	1 lot	Thirty (30) calendar days from the receipt of Notice to Proceed (NTP)
II	Warranty		Replacement of defective maintenance supplies upon inspection within Seven (7) calendar days

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

Name of Company/Bidder

Signature over Printed Name of Representative

Date



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]*s 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 ____