



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, Delivery, and Installation of Clear Tempered Glass at the Office of the Central Records Division"** of FY 2019, in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

- Name of Project** : Supply, Delivery, and Installation of Clear Tempered Glass at the Office of the Central Records Division
- Approved Budget for the Contract (ABC)** : Thirty Five Thousand Pesos (Php35,000.00)
- Specifications** : See attached Annex "B" for the Technical Specifications
- Location** : G/F DBM Building III, Gen. Solano St., San Miguel, Manila
- Delivery Term** : See attached Annex "C" for Schedule of Requirements

Interested suppliers are required to submit their valid and current Mayor's Permit, Accomplished Statement of Compliance (Annex B), Accomplished Schedule of Requirementa (Annex C) and PhilGEPS Registration Number, during submission of 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 **December 3, 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 inquiries, you may contact us at tel. nos. 735-4902 or (8) 657-3300 local 3115.

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 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	Technical Specifications	Quantity	Unit Price	Total Price
<b>Supply, Delivery, and Installation of Clear Tempered Glass at the Office of the Central Records Division</b>	<b>Receiving Section</b>	1 lot		
	Supply and install of Clear tempered glass window 1/4" thick on analok aluminum frame with hole, opening 7 inches  2 pcs. of 120 cm (W) x 134 cm (H)			
	<b>Administrative Service Main Door</b>	1 lot		
	Supply and install of Clear glass window 1/4" thick on analok frame, same design as existing  2 pcs. of 35 cm (W) x 40 cm (H) 2 pcs. of 35 cm (W) x 134 cm (H) 2 pcs. of 1100 cm (W) x 40 cm (H)			
	<b>Releasing Section</b>			
	Installation of existing window on the new installed wall partition  3 pcs of 120 cm (W) x 134 cm (H)	1 lot		
<b>Partition of Receiving and Releasing</b>	1 lot			
Supply and install of Clear glass window 1/4" thick on analok aluminum frame  1 pc of 41.5" (W) x 39 7/8" (H)				
<b>Receiving Door</b>	1 lot			
Supply and install of clear tempered glass on aluminum framed door 1/4" thick on analok aluminum frame  1 pc of 0.90cm (W) x 134 cm (H)				
<b>TOTAL</b>				

(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 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."

Description	Technical Specifications	Statement of Compliance
<b>Supply, Delivery, and Installation of Clear Tempered Glass at the Office of the Central Records Division</b>	<b>Receiving Section</b> Supply and install of Clear tempered glass window 1/4" thick on analok aluminum frame with hole, opening 7 inches  2 pcs. of 120 cm (W) x 134 cm (H)	
	<b>Administrative Service Main Door</b> Supply and install of Clear glass window 1/4" thick on analok frame, same design as existing  2 pcs. of 35 cm (W) x 40 cm (H) 2 pcs. of 35 cm (W) x 134 cm (H) 2 pcs. of 1100 cm (W) x 40 cm (H)	
	<b>Releasing Section</b> Installation of existing window on the new installed wall partition  3 pcs of 120 cm (W) x 134 cm (H)	
	<b>Partition of Receiving and Releasing</b> Supply and install of Clear glass window 1/4" thick on analok aluminum frame  1 pc of 41.5" (W) x 39 7/8" (H)	
	<b>Receiving Door</b> Supply and install of clear tempered glass on aluminum framed door 1/4" thick on analok aluminum frame  1 pc of 0.90cm (W) x 134 cm (H)	

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

\_\_\_\_\_  
**Name of Company/Bidder**

\_\_\_\_\_  
**Signature Over Printed Name of Representative**

\_\_\_\_\_  
**Date**

*Wilson Francisco*

## ***Schedule of Requirements***

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

<b>Item</b>	<b>Description</b>	<b>Quantity</b>	<b>Delivery Schedule</b>
	The Contractor shall provide the following needed for the project:		
1.	<b>Supply and Delivery of Materials</b>		Within 5 calendar days upon receipt of NTP
2.	<b>Installation of Clear Tempered Glass at the Office of the Central Records Division</b>		Within 15 calendar days after the date of delivery of the materials

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

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name  
of Representative

\_\_\_\_\_  
Date