



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 B4 Size Paper for the Third and Fourth Quarters**" 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 B4 Size Paper for the Third and Fourth Quarters
- Approved Budget for the Contract (ABC)** : Six Hundred Thousand Eight Hundred Sixty-Four Pesos and Eighty-Three Centavos (Php600,864.83)
- Specifications** : See attached Annex "A" for the Technical Specifications
- Location** : G/F DBM Building III, Gen. Solano St., San Miguel, Manila
- Delivery Term** : 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 Php500k), PhilGEPS Registration Number, Omnibus Sworn Statement, 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 **August 14, 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 657-3300 local 3115.

Very truly yours,

  
**THEA MARIE CORINNE F. PALARCA**  
Director IV, Administrative Service *ab*

**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
Supply and Delivery of B4 Size Paper for the Third and Fourth Quarters	<ul style="list-style-type: none"> <li>- B4 Size Paper: 254 x 356 mm., PPC;</li> <li>- Weight: 80 gsm;</li> <li>- Intended application for: laser printer, standard office copier, lithographic printing/ duplicating machine, etc.</li> <li>- Five hundred sheets per ream</li> </ul> <p>Note: Sample of the paper shall be submitted to the Procurement Management Division during the post-qualification stage, for verification of the product specifications.</p>	1,459 reams		

(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.

B4 Size Paper  
3rd and 4th Quarter Requirement

Date: 8 July 2019

B/S/O	Unit	Qn	Unit Price	Total
OUsec Canda	Ream	4	411.83	1,647.33
OAssecMagsino		10		4,118.33
BTB		75		30,887.50
BMB-A		200		82,366.67
BMB-B		100		41,183.33
BMB-C		350		144,141.67
BMB-D		500		205,916.67
BMB-E		100		41,183.33
BMB-F		80		32,946.67
CPMS		10		4,118.33
BITS		10		4,118.33
LGRCB		15		6,177.50
DLO - HOR		5		2,059.17
<b>TOTAL</b>				<b>1459</b>