



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 "Procurement of Maintenance Supplies for the 1st Quarter of 2020", in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : "Procurement of Maintenance Supplies for the 1st Quarter of 2020"

Approved Budget for the Contract : "Four Hundred Nineteen Thousand Pesos" (Php 419,000.00)

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 / Business Permit, Latest Income/Business Tax Return for ABC's above 500,000, PhilGEPS Registration Number, Omnibus Sworn Statement for ABC's above 50,000, 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 12:00 p.m. of **FEB 26 2020** 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 MAD

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
Procurement of Maintenance Supplies for the 1 st Quarter of 2020	<i>Please see Technical Specifications and Schedule of Requirements</i>	1 lot		
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.

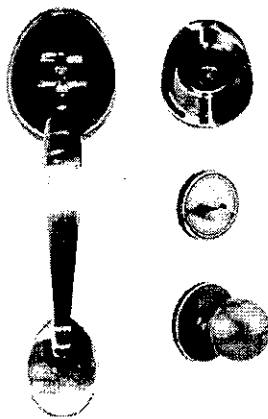
TECHNICAL SPECIFICATIONS

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
Procurement of Maintenance Supplies for the 1 st Quarter of 2020		
I.	<ul style="list-style-type: none"> • <u>Hardware Supplies</u> ➤ 2 pieces of Marine Plywood 4feet x 8feet x ¾" thick ➤ 6 pieces of Kiln Dry Wood ½ " x 1" x 8 ➤ 2 rolls of Hinges ➤ .25 kg of Finishing Nail, 1" ➤ .25 kg of Finishing Nail, 1 ½ " ➤ 1 gallon of Sanding Sealer ➤ 1 gallon of Clear Gloss Lacquer ➤ 1 gallon of Wood Satin Maple ➤ 3 quarts of Plastic Wood Lacquer Type ➤ 1 pail of Lacquer Thinner ➤ 3 boxes of Blind Rivets 1/8 " x 5/8" 1000 pieces per box ➤ 3 boxes of Blind Rivets 1/8 " x 3/8" 1000 pieces per box ➤ 3 boxes of Blind Rivets 1/8 " x 1/2" 1000 pieces per box ➤ 5 boxes of Tox #6 100 pieces per box ➤ 3 boxes of Metal Black Screw 1/2" 1000 pieces per box ➤ 3 boxes of Metal Black Screw 1" 1000 pieces per box ➤ 3 boxes of Metal Black Screw 1 1/2" 1000 pieces per box ➤ 3 boxes of Metal Black Screw 2" 1000 pieces per box ➤ 3 boxes of Metal Black Screw 3" 1000 pieces per box ➤ 3 boxes of Metal Screw 1", full thread, oval head, stainless steel, bright finished 100 pieces per box ➤ 3 boxes of Wood Screw 1-1/2" 1000 pieces per box ➤ 3 boxes of Wood Screw 1" 1000 pieces per box ➤ 5 boxes of Tek Screw 1" with rubber washer 100 pieces per box ➤ 5 boxes of Tek Screw 1 1/2" with rubber washer 100 pieces per box ➤ 5 pieces of Door Closer ➤ 3 pieces of Door Knob Set ➤ 2 kilograms of Finishing Nails 1 ½" ➤ 2 kilograms of Finishing Nails 1" ➤ 2 kilograms of Common Nails 1" ➤ 2 kilograms of Common Nails 2" ➤ 2 kilograms of Common Nails 7/8" ➤ 2 kilograms of Common Nails 1/2" ➤ 10 pieces of Metal Saw ➤ 1 kilogram of Concrete Nail 2" ➤ 10 pieces of Concealed Hinge (Full-over lay) ➤ 10 pieces of Concealed Hinge (Half-over lay) ➤ 10 bottles of multi-purpose construction adhesive 300 mL/bottle ➤ 20 pieces of Grinding Disk 5" Steel ➤ 20 pieces of Cutting Disk 5" Steel, 2" thick ➤ 5 pieces of Diamond Cutting Disk 5" 	



- 5 pieces of Granite Cutting Disk 5"
- 20 pieces of Metal Drill Bit 3/16" titanium
- 20 pieces of Metal Drill Bit 1/8" titanium
- 10 pieces of Masonry Drill Bit 1/4"
- 10 pieces of Masonry Drill Bit 3/16"
- 5 pieces of Cutter Blade with holder
- 2 pieces of Circular Disk (wood) 8"
- 5 pieces of Plywood 4feet x 8feet x 3/4"
- 5 pieces of Kiln Dry wood 2" x 2" x 8"
- 5 pieces of Kiln Dry wood 1/2" x 2" x 8"
- 5 pieces of Kiln Dry wood 1" x 2" x 8"
- 5 sacks of Cement
- 35 pieces of Tubular 1 1/2 diameter, 6 meters. G.I.
- 100 sets of Scaffolding clamp 1 1/2 " swivel type with nut and accessories
- 25 kilograms of G.I Tie wire #16
- 5 packs of Cable tie, 3x100mm, white, 100 pcs/pack
- 5 packs of Cable tie, 3x150mm, white, 100 pcs/pack
- 1 gallon of Rugby
- 10 pieces of Double sided tape (heavy duty)
- 5 kilograms of Tile grout, cement based (beige)
- 5 kilograms of Tile grout, cement based (white)
- 2 bags of Tile adhesive, cement based
- 2 quarts of Wood glue
- 10 pieces of Hook and eye 4" long
- 10 pieces of Super instant glue, 3 grams
- 5 pieces of Warning tape, red and white, 2", 500m long
- 8 pieces of Traffic cone with base, 750 mm high
- 5 pieces of Steel wire brush
- 5 pieces of Nipple B.I 1/2"X5"
- 5 pieces of Nipple (male) 1/2" dia. X 1" long, (stainless)
- 5 pieces of Nipple (male) 1/2" dia. X 2" long, (stainless)
- 10 pieces of PVC faucet P-handle hose
- 5 pieces of PVC gate valve 1/2"
- 20 pairs of Cotton Gloves ordinary
- 17 kilograms of Cotton rags (round)
- 5 pieces of Hose clamp, stainless steel, universal
- 3 sets of Elegant door knob, Ent Hdl set stellar, Model #: #ST/CA5057US5, Color: Antique brass, Measure: PC



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- Painting Supplies

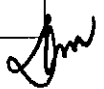
- 3 quarts of Paint (aqua marine) for glass
- 6 gallons of Epoxy paint, high gloss, yellow
- 3 gallons of Epoxy paint, high gloss, blue
- 5 meters of Floor sanding #100
- 5 gallons of Gypsum putty ABC
- 2 dozens of Sandpaper water proof #220
- 2 dozens of Sandpaper water proof #400
- 10 pieces of Metal putty scraper
- 5 quarts of Lamp black (latex color)
- 5 quarts of Lamp black (tinting color)
- 5 quarts of Blue (tinting color)
- 2 bags of Boral powder
- 15 pieces of Paint brush 1"
- 10 pieces of Paint brush 3"
- 10 pieces of Roller paint brush with thread 7"
- 5 pieces of Baby roller
- 10 pieces of Paint roller with adjustable handle

- Electrical Supplies

- 20 pieces of Electrical tape, big
- 1 piece of Square D, circuit breaker, single, 20amp
- 1 piece of Square D, circuit breaker, single, 30amp
- 1 piece of Square D, circuit breaker, 3 phase, 40amp
- 1 piece of Square D, circuit breaker, 3 phase, 60amp
- 2 pieces of Square D, circuit breaker, 3 phase, 100amp
- 20 pieces of Blank cover plate classic series
- 2 rolls of THHN stranded wire 3.5mm black (#12), 150 meters per roll
- 1 roll of THHN stranded wire 5.5mm black (#10) 150 meters per roll
- 1 roll of THHN stranded wire 2.0mm black (#14), 150 meters per roll
- 10 pieces of Plastic molding 1" x 1/2"
- 10 pieces of Utility box 2" x 2" x 4"
- 30 pieces of Male plug, heavy duty
- 100 pieces of Nail cable clip 1/8", C-clamp
- 10 pieces of RCA connector female jack
- 10 pieces of RCA connector male jack
- 4 pieces of Cat5E cable, UTP, 305 meters per box
- 1 box of RJ45 telephone connector, 100 pieces per box
- 1 box of RJ11 telephone connector, 100 pieces per box

- Aircon Supplies

- 10 tanks of Freon R410A
- 5 tanks of Freon R-22
- 5 pieces of Capacitor, 30mf / 450 volts
- 5 pieces of Capacitor, 40mf / 450 volts
- 10 pieces of Map gas
- 5 pieces of Polyethylene tape, 4" wide, white
- 5 pieces of Aero tape, 2" wide
- 10 pieces of Access valve 1/4"
- 1 lot refill of Nitrogen tank, small



	<ul style="list-style-type: none"> • 1 lot refill of Oxyacetylene tank, oxygen, small • 1 lot refill of Oxyacetylene tank, acetylene, small • 2 pieces of G.I. sheet #24, standard 	
II.	Replacement of the items delivered should be replaced within Seven (7) working 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	Delivery Term
	The Bidder/Supplier shall provide the following needed for the project:		
I.	Procurement of Maintenance Supplies for the 1 st Quarter of 2020 <i>Items: I and II of the Technical Specifications</i>	1 lot	Thirty (30) calendar days from the receipt of Notice to Proceed (NTP)

I hereby certify to comply and deliver all the above Schedule of 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 ____