



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**, intends to procure "**Supply and Delivery of Maintenance Supplies**" for CY 2020 in accordance with Section 53.9 (Negotiated Procurement – Small Value Procurement) of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **Four Hundred Forty Six Thousand Four Hundred Four Pesos (P 446,404.00)**.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than December 23, 2020 2:00 P.M.** at the Administrative Service – Procurement Management Division, Ground Floor DBM Bldg. III, General Solano St., San Miguel, Manila. Quotations may also be submitted through facsimile or email at the address and contact numbers indicated below.

A copy of your 2020 **Business/Mayor's Permit** and **PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. A valid Certificate of PhilGEPS Registration (Platinum Membership) may be submitted in lieu of the Mayor's/Business Permit.

A notarized Omnibus Sworn Statement (GPPB-prescribed forms) will also be required to be submitted prior to award.

For any clarification, you may contact us at telephone no. **(02) 8657-3300 local 3115** or email address at **mdavid@dbm.gov.ph**.

JOYCE D. LABAO
OIC-Chief Administrative Officer, AS-PMD

In case of recently expired Mayor's/Business permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment in accordance with item 6.2 of Government Procurement Policy Board (GPPB) Resolution No. 09-2020.

In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the notarized Omnibus Sworn Statement shall be submitted after award of contract but before payment in accordance with item 6.3 of GPPB Resolution No. 09-2020.

Date: _____

Name of Company:	
Address:	
Name of Store/Shop (if applicable):	
TIN:	
PhilGEPS Registration Number:	

INSTRUCTIONS:

- (1) Accomplish this RFQ correctly, accurately and completely.
- (2) Do not alter the contents of this form in any way.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

Sir/Madam:

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

TECHNICAL SPECIFICATION

1. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.
2. Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each Specification

Item	Description	Total Quantity	Bidder's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
	Supply and Delivery of Maintenance Supplies				
I	Please refer to "Annex A" of the Technical Specifications	1 lot			
TOTAL COST:					

**The above quoted prices are inclusive of all costs and applicable taxes.*

SCHEDULE OF REQUIREMENTS

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

Item	Description	Total Quantity	Delivery
I	Supply and Delivery of Maintenance Supplies <i>Please refer to "Annex A" of the Technical Specifications</i>	1 lot	Within Thirty (30) calendar days upon receipt of the Notice to Proceed (NTP)

FINANCIAL OFFER:	
Approved Budget for the Contract	Your Total Offered Quotation
Four Hundred Forty Six Thousand Four Hundred Four Pesos (PhP446,404.00)	In words:
	In figures:

<u>Payment Details:</u>	Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user.
Banking Institution	
Account Number	
Account Name	
Branch	

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of *sixty (60) calendar days* from the date of submission of quotation.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The DBM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DBM shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
10. **Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.**
11. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DBM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

TECHNICAL SPECIFICATIONS (ANNEX A)		
Electrical Supplies		
Unit	Description	Quantity
pcs.	Light switch, 1 gang, 2 gang with cover	20
pcs.	plate cover 2gang	20
pcs.	plate cover 3gang	20
pcs.	CONVENIENCE OUTLETS (SURFACE TYPE) with cover, min. 2 gang	25
pcs.	Convenient outlet (WEG.1529-5)	30
pcs.	PLATE COVER (outlet) universal plate (omni 1 gang)	20
pcs.	AMCO BOX (PLASTIC), 2" x4" x 4"	20
pcs.	UTILITY BOX 2 X 2 X 4" (AMCO)	20
pcs.	ELECTRICAL TAPE 19mm x19mm	30
box	plastic tox, #8	3
pcs.	UNIVERSAL ADAPTER	5
pcs.	MALE PLUG Heavy Duty	10
box	ELECTRICAL WIRES THHN #12	1
roll	ELECTRICAL WIRES THHN #6	1
roll	ELECTRICAL WIRES FLATCORD #16	4
roll	ELECTRICAL WIRES FLATCORD #14/2	2
roll	CAT 6 cable wire	4
pcs.	CUTTING DISK 4" (STEEL)	10
pcs.	Diamond cutting disk 4"	5
pcs.	Granite cutting disk 4"	10
box	wood black screw 1"	3
box	wood black screw 1 1/2"	3
box	wood black screw 2"	1
box	tek screw 1-1/2"	1
box	tek screw 2"	1
box	Metal black screw 1"	2
box	Metal black screw 2"	2
box	Metal black screw 3"	2
pcs.	CUTTER BLADE w/ holder	5
pcs.	Padlock heavy duty, 50mm solid brass	5
pcs.	CABLE nail CLIP PVC 3/4"	50
pcs.	Penetrating oil 382ml	5
roll	soldering lead thin wire gauge 32	3
tank	FREON R-410a, 11.3 KG PER TANK	20
tank	FREON R-22	5
can	Grease, high temperature, for bearing, 250g/can	2
pcs.	Thermal Grease (thermal conductivity >1.90 W/m-k thermal resistance <0/225C-in/W), 8 mL per tube	10

Painting Supplies		
Unit	Description	Quantity
quart	Tuludine red	6
pint	Tintin color, lamb black	3
pint	Tintin color, raw siena	3
pint	Tintin color, yellow orche	1
pint	Tintin color, venetian red	3
quart	Plastic wood lacquer type	2
pail	Flat latex, white	15
pail	Semi gloss latex (white)	15
quars	Q.D.E. chocolate brown	5
gal.	Flat wall enamel	4
gal.	Acrylic emulsion	4
gal.	Sanding sealer	5
quart	Fulatite	3
pail	Lacquer thinner	4
pail	Paint thinner	4
gal.	Valspar varnish	10
gram	Super instant glue 20 grams	6
gal.	Gypsum putty	5
pcs.	Sanding paper water proof #400	40
pcs.	Sanding paper water proof #200	30
meters	Floor sanding #100	10
pcs.	Baby roller paint	6
pcs.	Roller paint w/ handle	6
pcs.	Roller paint tray	3
gal.	Rugby	2
pcs.	Paint brush 4"	10
quart	Vulcaseal	2
quart	Stickwell	4
bottle	Silicon sealant, white, black, clear	10
bag	Skim coat	3
rolls	Plaster Board jointing tape/mesh 50x150mm	4
pcs.	Marine Plywood 3/4" 4ft x 8ft	10
pcs.	Marine Plywood 1/2" 4ft x 8ft	5
pcs.	Marine Plywood 1/4" 4ft x 8ft	10
pcs.	Liston wood 3/4"	5
pcs.	Liston wood 1/2x1'x8	5
pcs.	Liston wood 1x2x8	5
pcs.	KD wood 2x3x8	10
pcs.	KD wood 2x2x8	5
pcs.	KD wood 1x1x8	10

Plumbing Supplies		
Unit	Description	Quantity
pcs	LAVATORY FAUCET	10
pcs	VERTICAL TAP FAUCET	20
pcs	3 WAY ANGLE VALVE 1/2" x 1/2"	10
pcs	2 WAY ANGLE VALVE 1/2" x 1/2"	20
pcs	FLEXIBLE HOSE RUBBER TYPE	20
pcs	FLEXIBLE HOSE STEEL TYPE	10
pcs	TUBULAR P-TRAP 1"x1/2"	20
pcs	GATE VALVE (BRONZE) 1"	5
pcs	G.I COUPLING 1/2X1/2"	5
pcs	G.I BUSHING 1X 3/4"	5
pcs	G.I ELBOW 1"	5
pcs	G.I UNION PATENTE 1"	5
pcs	G.I PLUG 1"	5
pcs	B.I PLUG 1"	5
pcs	BIDET COMPLETE SET	10
pcs	TANK LEVEL BRASS	10
pcs	teflon 1/2"	20
pcs	PVC BLUE (TEE) 2"	7
pcs	Elegant door knob Main Entrance handle set, antique brass	5
pcs	DOORKNOB LOCK SET , 5-pin tumbler cylinder, 3 nickel plated brass keys tandard	20
pcs	DOOR CLOSER	20
pcs	door stopper	16
pcs	Cabinet hinges full and half overlay	10
pcs	barrel bolt heavy duty 201 stainless steel 4"	9
pcs	hook and eye 3" ,	18
box	welding rod (n-6011), 3/32"(2.4mm) dia., 350mm long	10
kilo	finishing nails, 1/2" long	3
kilo	finishing nails 1" long	3
kilo	finishing nails 1-1/2" long	3
kilo	finishing nails 2" long	3
kilo	finishing nails 2-1/2" long	3
kilo	common nails 1/2" long	2
kilo	common nails 1" long	2
kilo	common nails 1-1/2" long	2
kilo	common nails 2" long	2
kilo	common nails 2-1/2" long	2
kilo	concrete nails 3" long	2
pairs	welding gloves	2