



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 THIRD QUARTER COVID-19 RESPONSE ITEMS (Not Available at the Procurement Service) FOR THE DBM CENTRAL OFFICE**" for CY 2021 in accordance with **Section 53.9** (Negotiated Procurement – Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

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 September 1, 2021, 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 email at the address and contact numbers indicated below.

A copy of your 2021 **Business/Mayor's Permit**¹ 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.

The **Omnibus Sworn Statement**² (GPPB-prescribed forms), **Income/Business Tax Return**³ (for ABC's above Php 500k) 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 **eestipona@dbm.gov.ph**.

AARON ALBERTO A. ESCALONA
OIC-Chief Administrative Officer

¹In 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.

²In 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.

³Manually filed tax returns or filed through the EFPS

Date: _____

Name of Company: _____

Address: _____

Name of Store/Shop: _____

Address: _____

TIN: _____

PhilGEPS Registration Number: _____

INSTRUCTIONS:

- (1) Accomplish this RFQ correctly and accurately.
- (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 the 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)
A.	Alcohol - Ehtyl - 70% - Scented - 500mL - With valid FDA Approval	718 bottles			
B.	Alcohol - Ehtyl - 70% - Scented - 1 gallon - With valid FDA Approval	71 gallons			

C.	Thermogun - Size: $\pm 156.7 \times 43 \times 47$ mm - Weight: ± 91.5 g (with battery), ± 68.5 g (without battery) - Measuring range: 0.1 - 99.9 °C - Measurement Accuracy: ± 0.2 °C between 35.0 and 42.0 °C - Battery: 2 x 1.5 V Alkaline Batteries, Size: AAA - A red light will show if temperature exceeds 37.4°C - With FDA Approval	2 pieces			
D.	Coverall - Non-sterile - Protective - Medical grade - With valid FDA Approval	170 pieces			
E.	Face Shield - Direct Splash Protection	309 pieces			
F.	Polyethylene Apron (50g)	80 pieces			
G.	Head Cover, disposable	190 pieces			
H.	Nitrile Gloves - With valid FDA Approval	3,360 pieces			
I.	Surgical Mask - 3 ply - With valid FDA Approval	61, 641 pieces			

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

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SCHEDULE OF REQUIREMENTS		Bidder's Statement of Compliance
Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each SCHEDULE.		
A.	Fifteen (15) working days upon receipt of the Notice to Proceed	

d

FINANCIAL OFFER

Approved Budget for the Contract	Total Offered Quotation
<p align="center">Six Hundred Twenty Four Thousand Nine Hundred Twenty Seven Pesos and 73/100 only (Php 624,927.73)</p>	<p>In words: _____ _____ _____</p> <p>In figures: _____ _____ _____</p>

<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 **may** 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.

12. In compliance with Section 4.3 of Appendix 33 of the 2016 Revised IRR of RA No. 9184 and consistent with Administrative Order No. 34, s. of 2020, the DBM shall publish in its official website and social media platform the following post-award information:

- a) Project name;**
- b) Approved budget for the contract;**
- c) Contract period;**
- d) Name of the winning bidder and its official business address;**
- e) Amount of contract awarded;**
- f) Date of Award and Acceptance;**
- g) Implementing office/unit/division/bureau of the concerned agency or instrumentality.**

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

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 or authorized representative 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, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[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 to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

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] is 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:] The owner or sole proprietor is 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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing 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.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]



Certificate of Non-Availability of Stocks (CNAS)

As of Wednesday, August 18, 2021

Total No. of Items: 257

Item Code	Item Description	UOM	Price	Estimated Date of Availability
47131812-AF-A01	AIR FRESHENER, aerosol type	Can	90.22	30 November 2021
12191601-AL-E03	ALCOHOL, ethyl, 68%-72%, 1 Gallon	Gallon	330.55	10 September 2021
12191601-AL-E04	ALCOHOL, Ethyl, 68%-72%, 500 ml	bottle	66.56	10 September 2021
42131601-AP01	APRON (DOH SPECS)	Piece	75.75	
26111702-BT-A02	BATTERY, dry Cell, size AA	Pack	20.49	13 August 2021
26111702-BT-A01	BATTERY, dry Cell, size AAA	Pack	19.73	13 August 2021
44101602-PB-M01	BINDING AND PUNCHING MACHINE, 50mm binding capacity	Unit	9,534.72	10 August 2021
44121612-BL-H01	BLADE, for general purpose cutter / utility knife	Tube	14.82	24 September 2021
47131604-BR-S01	BROOM, soft, tambo	Piece	136.24	17 September 2021
47131604-BR-T01	BROOM, stick, ting-ting	Piece	18.20	17 September 2021
44101807-CA-C01	CALCULATOR, compact	Unit	346.85	17 September 2021
13111201-CF-P02	CARBON FILM, legal	Box	238.54	13 August 2021
44121710-CH-W01	CHALK, white enamel	Box	29.64	17 September 2021
47131829-TB-C01	CLEANER, toilet and urinal	Bottle	41.60	30 September 2021
47131805-CL-P01	CLEANSER, scouring powder	Can	23.92	30 September 2021
60121413-CB-P01	CLEARBOOK, 20 transparent pockets, A4	Piece	32.91	13 August 2021
44122105-BF-C01	CLIP, backfold, 19mm	Box	8.72	13 August 2021
44122105-BF-C02	CLIP, backfold, 25mm	Box	14.75	13 August 2021
44122105-BF-C03	CLIP, backfold, 32mm	Box	25.56	13 August 2021
44122105-BF-C04	CLIP, backfold, 50mm	Box	56.04	13 August 2021

46181702-FSH01	FACE SHIELD, direct splash protection	Piece	124.80	
44122118-FA-P01	FASTENER, metal, non-sharp edges	Box	83.41	08 October 2021
44111515-FO-X01	FILE ORGANIZER, expanding, plastic, 12 pockets	Piece	85.20	13 August 2021
44122018-FT-D01	FILE TAB DIVIDER, bristol board, for A4		11.13	30 November 2021
44122018-FT-D02	FILE TAB DIVIDER, legal	Set	14.23	30 November 2021
46191601-FE-H01	FIRE EXTINGUISHER, pure HCFC	Unit	5,613.25	December 31, 2021
43202010-FD-U01	FLASH DRIVE, 16 GB Capacity	Piece	166.40	13 August 2021
47131802-FW-P02	FLOOR WAX, paste type, red	Can	309.76	08 October 2021
44122011-FO-L02	FOLDER, L-type, plastic, legal	Pack	238.57	13 August 2021
44122027-FO-P01	FOLDER, pressboard	Box	952.64	24 September 2021
44122011-FO-T03	FOLDER, with tab, A4	Pack	279.00	06 September 2021
44122011-FO-T04	FOLDER, with tab, legal	Pack	321.36	06 September 2021
42132203-MG-G01	GLOVES, NITRILE	piece	3.07	
42131711-HC-H01	HEAD COVER, disposable	Piece	2.60	
44122008-IT-T01	INDEX TAB, self-adhesive, transparent	Box	56.68	17 September 2021
44103105-BR-B04	INK CART, BROTHER LC67B, Black	Cart	910.00	30 November 2021
44103105-BR-B05	INK CART, BROTHER LC67HYBK, Black	Cart	1,601.60	30 November 2021
44103105-CA-C04	INK CART, CANON CL-741, Colored	Cart	989.04	30 November 2021
44103105-CA-C02	INK CART, CANON CL-811, Colored	Cart	1,029.60	30 November 2021
44103105-CA-B04	INK CART, CANON PG-740, Black	Cart	754.00	30 November 2021
44103105-CA-B02	INK CART, CANON PG-810, Black	Cart	780.00	30 November 2021
44103105-EP-B17	INK CART, EPSON C13T664100 (T6641), Black	Cart	249.60	16 September 2021
44103105-EP-C17	INK CART, EPSON C13T664200 (T6642), Cyan	Cart	249.60	16 September 2021
44103105-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta	Cart	249.60	16 September 2021
44103105-EP-Y17	INK CART, EPSON C13T664400 (T6644), Yellow	Cart	249.60	16 September 2021
44103105-HP-B09	INK CART, HP C9351AA, (HP21), Black	Cart	795.60	30 November 2021
44103105-HP-T10	INK CART, HP C9352AA, (HP22), Tri-color	Cart	920.40	30 November 2021
44103105-HP-T17	INK CART, HP CC643WA, (HP60), Tri-color	Cart	915.20	
44103105-HP-B35	INK CART, HP CD887AA, (HP703), Black	Cart	366.08	

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Date Generated: August 18, 2021

56101504-CM-B01	MONOBLOC CHAIR, beige	Piece	303.68	20 August 2021
56101504-CM-W01	MONOBLOC CHAIR, white	Piece	301.60	20 August 2021
56101519-TM-S02	MONOBLOC TABLE, beige	Unit	1,088.88	17 September 2021
56101519-TM-S01	MONOBLOC TABLE, white	Unit	1,235.52	17 September 2021
47131613-MP-H02	MOPHANDLE, heavy duty, screw type	Piece	124.80	
47131619-MP-R01	MOPHEAD, made of rayon	Piece	123.76	13 August 2021
43211708-MO-O01	MOUSE, OPTICAL, USB connection type	Unit	111.30	08 October 2021
45111609-MM-P01	MULTIMEDIA PROJECTOR, 4000 min	Unit	16,588.00	13 August 2021
46182008-N95-01	N95 MASK	Piece	88.40	
14111514-NP-S03	NOTE PAD, stick on, 3" x 3"		54.08	30 August 2021
14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min		37.06	30 August 2021
14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min		59.28	30 August 2021
14111514-NB-S01	NOTEBOOK, stenographer	Piece	12.04	15 September 2021
44122104-PC-G01	PAPER CLIP, vinyl/plastic coated, 33mm	Box	7.76	17 September 2021
44122104-PC-J02	PAPER CLIP, vinyl/plastic coated, 50mm	Box	13.78	17 September 2021
44101603-PS-M01	PAPER SHREDDER	Unit	5,699.20	Earliest availability: -
44101601-PT-M01	PAPER TRIMMER / CUTTING MACHINE, table top	Unit	9,297.60	
14111507-PP-C01	PAPER, Multi-Purpose, A4	REAM	137.74	27 August 2021
14111507-PP-M01	PAPER, MULTICOPY, A4, 80 gsm	REAM	136.66	30 November 2021
14111507-PP-M02	PAPER, MULTICOPY, Legal, 80gsm	REAM	180.96	27 August 2021
44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	202.67	17 September 2021
44121706-PE-L01	PENCIL, lead, with eraser	Box	20.79	30 September 2021
55121905-PH-F01	PHILIPPINE NATIONAL FLAG	Piece	284.84	08 October 2021
42131601-PA-A01	POLYETHYLENE APRON, 50g	Piece	15.08	
43212102-PR-D01	PRINTER, impact, dot matrix, 9 pins, 80 columns	Unit	9,191.52	17 September 2021
43212105-PR-L01	PRINTER, laser, monochrome	Unit	724.88	17 September 2021
46181804-GG-G01	PROTECTIVE SAFETY GOGGLES	Piece	156.00	
44101602-PU-P01	PUNCHER, paper, heavy duty	Piece	150.80	08 October 2021
47131501-RG-C01	RAGS, all cotton	Bundle	53.82	17 September 2021

14111531-RE-B01	RECORD BOOK, 300 pages		62.40	30 August 2021
14111531-RE-B02	RECORD BOOK, 500 pages		104.00	30 August 2021
44103112-EP-R05	RIBBON CART, EPSON C13S015516 (#8750), Black	Cart	77.43	30 November 2021
44103112-EP-R07	RIBBON CART, EPSON C13S015531 (S015086), Black	Cart	736.32	16 September 2021
44103112-EP-R13	RIBBON CART, EPSON C13S015632, Black	Cart	77.94	30 November 2021
41111604-RU-P02	RULER, plastic, 450mm	Piece	17.68	08 October 2021
44121618-SS-S01	SCISSORS, symmetrical / asymmetrical	Pair	33.37	13 August 2021
47131602-SC-N01	SCOURING PAD	Pack	57.93	13 August 2021
42131609-SC-S01	SHOE COVER, disposable	Pair	8.32	
60121524-SP-G03	SIGN PEN, red	Piece	20.26	24 September 2021
44121905-SP-F01	STAMP PAD, felt	Piece	34.95	13 August 2021
44121613-SR-P01	STAPLE REMOVER, plier type	Piece	24.90	08 October 2021
31151804-SW-H01	STAPLE WIRE, heavy duty, binder type, 23/13	Box	19.76	17 September 2021
31151804-SW-S01	STAPLE WIRE, standard	Box	22.41	08 October 2021
44121615-ST-B01	STAPLER, heavy duty, binder type	Unit	914.22	08 October 2021
44121615-ST-S01	STAPLER, standard type	Piece	140.40	
42131612-MS-G01	SURGICAL GOWN	Piece	192.00	
42131713-SM-M06	SURGICAL MASK, 3 ply	Piece	1.55	
42131713-SM-M01	SURGICAL MASK, 3-ply	Piece	2.44	
44121605-TD-T01	TAPE DISPENSER, table top	Unit	64.20	17 September 2021
31201502-TA-E01	TAPE, electrical	Roll	19.45	13 August 2021
31201503-TA-M01	TAPE, masking, 24mm	Roll	61.88	17 September 2021
31201503-TA-M02	TAPE, MASKING, 48mm	Roll	121.16	17 September 2021
31201517-TA-P01	TAPE, packaging, 48mm	Roll	22.36	17 September 2021
31201512-TA-T01	TAPE, transparent, 24mm	Roll	11.18	13 August 2021
31201512-TA-T02	TAPE, transparent, 48mm	Roll	22.57	13 August 2021
41112224-TG-T02	THERMOGUN	Piece	2,532.40	
14111704-TT-P02	TOILET TISSUE PAPER, 2-ply, 100% recycled	Pack	86.32	30 August 2021
44103103-BR-B05	TONER CART, BROTHER TN-2150, Black	Cart	2,685.28	30 November 2021

44103103-SA-B21	TONER CART, Samsung MLT-D203E, Black	Cart	7,259.20	16 September 2021
44103103-SA-B18	TONER CART, Samsung MLT-D203L, Black	Cart	3,458.00	16 September 2021
44103103-SA-B05	TONER CART, SAMSUNG MLT-D205L, Black	Cart	3,962.24	16 September 2021
44103103-HP-B52	Toner Cartridge, HP CF217A (HP17A) Black Laser Jet	Cart	3,044.08	26 November 2021
44103103-HP-B53	Toner Cartridge, HP CF226A (HP26A) Black LaserJet	Cart	5,787.60	26 November 2021
44103103-HP-B55	Toner Cartridge, HP CF280A, LaserJet Pro M401M425	Cart	5,200.00	26 November 2021
44103103-HP-B56	Toner Cartridge, HP CF281A (HP81A) Black LaserJet	Cart	8,606.00	26 November 2021
44103103-HP-B57	Toner Cartridge, HP CF283A (HP83A) LaserJet Black	Cart	3,241.70	26 November 2021
44103103-HX-B51	Toner Cartridge, HP CF283XC (HP83X) Black LJ	Cart	4,056.00	26 November 2021
44103103-HP-B58	Toner Cartridge, HP CF287A (HP87) Black	Cart	10,051.00	26 November 2021
44103103-HX-B52	Toner Cartridge, HP CF325XC (HP25X) Black LaserJet	Cart	13,156.00	26 November 2021
44103103-HP-B60	Toner Cartridge, HP CF350A Black LJ	Cart	2,901.60	26 November 2021
44103103-HP-C60	Toner Cartridge, HP CF351A Cyan LJ	Cart	2,953.60	26 November 2021
44103103-HP-Y60	Toner Cartridge, HP CF352A Yellow LJ	Cart	2,953.60	26 November 2021
44103103-HP-B61	Toner Cartridge, HP CF360A (HP508A) Black LaserJet	Cart	7,056.40	26 November 2021
44103103-HP-C61	Toner Cartridge, HP CF361A (HP508A) Cyan LaserJet	Cart	8,846.24	26 November 2021
44103103-HP-Y61	Toner Cartridge, HP CF362A (HP508A) Yellow	Cart	8,846.24	26 November 2021
44103103-HP-M61	Toner Cartridge, HP CF363A (HP508A) Magenta	Cart	8,846.24	26 November 2021
44103103-HP-B62	Toner Cartridge, HP CF400A (HP201A) Black	Cart	3,429.78	26 November 2021
44103103-HP-C62	Toner Cartridge, HP CF401A (HP201A) Cyan	Cart	4,043.83	26 November 2021
44103103-HP-Y62	Toner Cartridge, HP CF402A (HP201A) Yellow	Cart	4,043.83	26 November 2021
44103103-HP-M62	Toner Cartridge, HP CF403A (HP201A) Magenta	Cart	4,043.83	
44103103-HP-B63	Toner Cartridge, HP CF410A (HP410A) black	Cart	4,440.80	
44103103-HX-B54	Toner Cartridge, HP CF410XC (HP410XC) black	Cart	7,441.20	
44103103-HP-C63	Toner Cartridge, HP CF411A (HP410A) cyan	Cart	5,616.00	
44103103-HX-C54	Toner Cartridge, HP CF411XC (HP410XC) cyan	Cart	7,472.40	
44103103-HP-Y63	Toner Cartridge, HP CF412A (HP410A) yellow	Cart	5,616.00	
44103103-HX-Y54	Toner Cartridge, HP CF412XC (HP410XC) yellow	Cart	7,472.40	
44103103-HP-M63	Toner Cartridge, HP CF413A (HP410A) magenta	Cart	5,616.00	

DEPARTMENT OF BUDGET AND MANAGEMENT

PURCHASE REQUEST

Department: DBM

PR No.:

21-08014 Q

Date: **July 18, 2021**

Section: AS-GSD

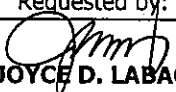

BTMS No.:

Date:

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	bottles	Alcohol, ethyl, 70%, scented, 500ml With valid FDA approval	718	86.53	62,127.10
	gallon	Alcohol, ethyl, 70%, scented, 1 gallon With valid FDA approval	71	504.30	35,805.02
	piece	THERMOGUN Size: ±156.7 x 43 x 47 mm Weight: ±91.5g (with battery), ±68.5g (w/o battery) Measuring range: 0.1 - 99.9 °C Measurement accuracy: ±0.2 °C between 35.0 and 42.0 °C Battery: 2 x 1.5 V alkaline batteries, size AAA A red light will show if temperatures exceed 37.4°C With valid FDA approval	2	3,292.12	6,584.24
	piece	COVERALL, non-sterile, protective, medical grade With valid FDA approval	170	1,487.20	252,824.00
	piece	FACE SHIELD, direct splash protection	309	162.24	50,132.16
	piece	Polyethylene Apron (50g)	80	98.48	7,878.00
	piece	HEAD COVER, disposable	190	3.38	642.20
	piece	NITRILE GLOVES With valid FDA approval	3,360	3.99	13,409.76
	piece	SURGICAL MASK, 3-ply With valid FDA approval	61,641	3.17	195,525.25

624,927.73 d

Purpose: CY 2021 Third quarter supplies of COVID related supplies not available at Procurement Service with attached Certificate of Non-Availability of Stock

	Requested by:	Approved by:
Signature:		
Printed Name:	JOYCE D. LABAO	THEA MARIE CORINNE F. PALARCA
Designation:	OIC-Chief Administrative Officer d	Director IV, AS

CNAS as of 8/18/2021

Not available at PS

MF ERMITA TRADING

Lot 15-4, Block 2, Snr. de Burgos Street, Barangay Burgos, Rodriguez, Rizal
Mobile No. (0998) 850-50-89 / Email Address: mfermitatrading@gmail.com

QUOTATION FORM

August 10, 2021

Agency Name: Department of Budget and Management

Address: San Miguel, Manila

Dear **Sir/Madam:**

This is to respectfully submit our best proposal on the item/s listed below:

Item No.	Particular	Quantity	Unit	Unit Price	Total Price
1	Alcohol, ethyl, 70%, scented, 500ml With valid FDA approval	718	bottles	91.00	65,338.00
2	Alcohol, ethyl, 70%, scented, 1 gallon With valid FDA approval	71	gallon	565.00	40,115.00
3	THERMOGUN Size: $\pm 156.7 \times 43 \times 47$ mm Weight: ± 91.5 g (with battery), ± 68.5 g (w/o battery) Measuring range: 0.1 - 99.9 °C Measurement accuracy: ± 0.2 °C between 35.0 and 42.0 °C Battery: 2 x 1.5 V alkaline batteries, size AAA A red light will show if temperatures exceed 37.4°C With valid FDA approval	2	piece	5,000.00	10,000.00
4	COVERALL, non-sterile, protective, medical grade With valid FDA approval	170	piece	845.00	143,650.00
5	FACE SHIELD, direct splash protection	309	piece	25.00	7,725.00
6	Polyethylene Apron (50g)	80	piece	95.00	7,600.00
7	HEAD COVER, disposable	190	piece	6.00	1,140.00
8	NITRILE GLOVES With valid FDA approval	3360	piece	10.00	33,600.00
9	SURGICAL MASK, 3-ply With valid FDA approval	61641	piece	3.00	184,923.00
	TOTAL				494,091.00

Should you have concerns, please contact me at 0998 850 5089. Thank you.

Very truly yours,


MANUEL F. ERMITA
Sole Proprietor

Project No.	Code (PAP)	Procurement Program/Project	PMO/End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Estimated Budget (Php)			Remarks (Brief Description of Program/Project)	
						Advs/Post of IBREI	Sub/Open of Bids	Notice of Award	Contract Signing	Source of Funds	Total	MOOE		CO
31	100010001	Pest Control Management Services	AS (GSD)	No	NP-53.9 Small Value Procurement	1st Quarter	1st Quarter			GoP	500,000.00	500,000.00		Provision of pest control services for the DBM Buildings I, II, Multi-Purpose Building (MPB) and Arcache Building.
32	100010001	Subscription to Cable Services	AS (GSD)	No	NP-53.9 Small Value Procurement	1st Quarter	1st Quarter			GoP	50,000.00	50,000.00		Provision of cable services.
33	100010001	Supply and Delivery of Various Office Supplies, Semi-Expendable Equipment, and Janitorial Supplies available in the DBM-Procurement Services (PS)	AS (GSD)	No	NP-53.5 Agency to Agency	As the need arises	As the need arises			GoP	6,685,713.92	6,685,713.92		Procurement of various office supplies, semi-expendable equipment, janitorial supplies collectively referred to as Common-use Supplies and Equipment (CSE) available at the DBM-PS.
34	100010001	Supply and Delivery of various Common-Use Supplies and Equipment not available in the DBM-PS	AS (GSD)	No	NP-53.9 Small Value Procurement	As the need arises	As the need arises			GoP	2,349,000.00	2,349,000.00		Procurement of various common-use supplies and equipment not available at the DBM-PS.
35	100010001	Supply and Delivery of Various Semi-Expendable Machines, and Equipment	AS (GSD)	No	NP-53.9 Small Value Procurement	As the need arises	As the need arises			GoP	884,000.00	884,000.00		Procurement of semi-expendable machines and equipment as needed.
36	100010001	Preventive and Corrective Maintenance of Motor Vehicles	AS (GSD)	No	NP-53.9 Small Value Procurement	As the need arises	As the need arises			GoP	9,780,000.00	9,780,000.00		Provision of repair and maintenance services of motor vehicles, not covered by the Petroleum, Oil, and Lubricants (POL) Contract, including replacement of defective parts, as necessary.
37	100010001	Supply and Delivery of Various Building Maintenance Supplies	AS (GSD)	No	NP-53.9 Small Value Procurement	As the need arises	As the need arises			GoP	1,888,000.00	1,888,000.00		Procurement of parts, materials, and supplies needed for the repair and maintenance of DBM Buildings I, II, MPB and Arcache Building.
38	100010001	Repair and Maintenance of Other Machines and Equipment	AS (GSD)	No	NP-53.9 Small Value Procurement	As the need arises	As the need arises			GoP	5,000,000.00	5,000,000.00		Procurement of parts, materials, supplies and provision of services for the repair and maintenance of other machines and equipment, such as, but not limited to generator set and air conditioning units for DBM Buildings I, II, MPB and Arcache Building.
39	100010001	Water Expenses	AS (GSD)	No	WETI	1st Quarter	1st Quarter			GoP	4,000,000.00	4,000,000.00		Provision of water services.
40	100010001	Electricity Expenses	AS (GSD)	No	WETI	1st Quarter	1st Quarter			GoP	35,000,000.00	35,000,000.00		Provision of electricity services.
41	100010001	Landline Telephone Subscription	AS (GSD)	No	WETI	1st Quarter	1st Quarter			GoP	1,500,000.00	1,500,000.00		Provision of telephone services.
42	100010001	Taxes, Insurance, Premiums and Other Fees	AS (GSD)	No	NP-53.5 Agency to Agency	As the need arises	As the need arises			GoP	8,866,000.00	8,866,000.00		Payment of insurance for DBM Buildings I, II, MPB and Arcache Building, and their content, including vehicles.



Certificate of Non-Availability of Stocks (CNAS)

As of Wednesday, July 14, 2021

Total No. of Items: 248

Product Code	Product Description	UOM	Price	Earliest Estimated Availability Date
1311203-AC-F01	ACETATE	ROLL	847.82	13 August 2021
12191601-AL-E03	ALCOHOL, ethyl, 68%-72%, 1 Gallon	Gallon	387.92	31 July 2021
12191601-AL-E04	ALCOHOL, Ethyl, 68%-72%, 500 ml	bottle	66.56	31 July 2021
42131601-AP01	APRON (DOH SPECS)	Piece	75.75	
26111702-BT-A02	BATTERY, dry Cell, size AA	Pack	36.30	13 August 2021
26111702-BT-A01	BATTERY, dry Cell, size AAA	Pack	19.73	13 August 2021
44101602-PB-M01	BINDING AND PUNCHING MACHINE, 50mm binding capacit	Unit	9,534.72	
44121612-BL-H01	BLADE, for general purpose cutter / utility knife	Tube	14.82	24-September 2021
47131604-BR-S01	BROOM, soft, tambo	Piece	136.24	17 September 2021
47131604-BR-T01	BROOM, stick, ting-ting	Piece	18.20	17 September 2021
44101807-CA-C01	CALCULATOR, compact	Unit	346.85	17 September 2021
13111201-CF-P02	CARBON FILM, legal	Box	208.52	13 August 2021
47131829-TB-C01	CLEANER, toilet and urinal	Bottle	41.60	30 September 2021
47131805-CL-P01	CLEANSER, scouring powder	Can	23.92	30 September 2021
60121413-CB-P01	CLEARBOOK, 20 transparent pockets, A4	Piece	32.91	30 July 2021
44122105-BF-C01	CLIP, backfold, 19mm	Box	8.72	13 August 2021
44122105-BF-C02	CLIP, backfold, 25mm	Box	14.75	13 August 2021
44122105-BF-C03	CLIP, backfold, 32mm	Box	25.56	13 August 2021
44122105-BF-C04	CLIP, backfold, 50mm	Box	56.04	13 August 2021
14111506-CF-L11	COMPUTER CONTINUOUS FORM, 1 ply, 280 X 241mm	Box	882.55	24 September 2021

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1411506-CF-L12	COMPUTER CONTINUOUS FORM, 1 ply, 280 X 378mm	Box	1,029.60	20 August 2021
1411506-CF-L21	COMPUTER CONTINUOUS FORM, 2 ply, 280 X 241mm	Box	906.36	20 August 2021
1411506-CF-L22	COMPUTER CONTINUOUS FORM, 2 ply, 280 X 378mm	Box	1,528.80	20 August 2021
1411506-CF-L31	COMPUTER CONTINUOUS FORM, 3 ply, 280 X 241mm	Box	884.00	24 September 2021
44121801-CT-R02	CORRECTION TAPE, 8m	Piece	11.68	13 August 2021
46181503-CA-C01	COVERALL, non-sterile, protective, medical grade	Piece	1,144.00	
44121612-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	Piece	33.43	24 September 2021
44111515-DF-B01	DATA FILE BOX	Piece	77.20	30 September 2021
44122011-DF-F01	DATA FOLDER	Piece	68.64	30 September 2021
44103202-DS-M01	DATING AND STAMPING MACHINE	Piece	453.96	17 September 2021
43211507-DSK002	DESKTOP FOR MID-RANGE USERS	Unit	42,390.40	08 October 2021
47131811-DE-B02	DETERGENT BAR, 140g		8.30	30 September 2021
47131811-DE-P03	DETERGENT POWDER, all-purpose, 1kg		54.08	20 August 2021
52161535-DV-R01	DIGITAL VOICE RECORDER	Unit	6,415.64	13 August 2021
47131803-DS-A01	DISINFECTANT SPRAY, aerosol type	Can	128.96	31 July 2021
44103109-BR-D05	DRUM CART, BROTHER DR-3455, Black	Cart	6,947.20	
44103109-BR-D06	Drum Cart, Brother DR-451CL, high yield 30000 pages	Cart	6,760.00	
47131601-DU-P01	DUST PAN, non-rigid plastic	Piece	24.83	13 August 2021
40101604-EF-C01	ELECTRIC FAN, ceiling mount, orbit type	Unit	1,369.68	Available
40101604-EF-G01	ELECTRIC FAN, industrial, ground type	Unit	1,109.68	
40101604-EF-W01	ELECTRIC FAN, wall mount, plastic blade	Unit	674.96	13 August 2021
44121506-EN-D01	ENVELOPE, documentary, A4	Box	673.09	24 September 2021
44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document		927.16	24 September 2021
44121506-EN-X02	ENVELOPE, expanding, plastic	Piece	30.49	Available
44121504-EN-W02	ENVELOPE, mailing, with window	Box	433.68	24 September 2021
44111912-ER-B01	ERASER, FELT, for blackboard/whiteboard		10.30	13 August 2021
60121534-ER-P01	ERASER, plastic/rubber	Piece	4.37	13 August 2021
43201827-HD-X02	EXTERNAL HARD DRIVE, 1 TB	Unit	2,598.84	08 October 2021
46181702-FSH01	FACE SHIELD, direct splash protection	Piece	124.80	

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44122118-FA-P01	FASTENER, metal, non-sharp edges	Box	83.41	08 October 2021
44111515-FO-X01	FILE ORGANIZER, expanding, plastic, 12 pockets	Piece	85.20	13 August 2021
44122018-FT-D01	FILE TAB DIVIDER, bristol board, for A4		11.13	31 July 2021
44122018-FT-D02	FILE TAB DIVIDER, legal	Set	14.23	30 July 2021
46191601-FE-M01	FIRE EXTINGUISHER, dry chemical	Unit	1,144.00	
46191601-FE-H01	FIRE EXTINGUISHER, pure HCFC	Unit	5,613.25	
43202010-FD-U01	FLASH DRIVE, 16 GB	Piece	167.44	13 August 2021
47131802-FW-P02	FLOOR WAX, paste type, red	Can	309.76	08 October 2021
44122011-FO-F01	FOLDER, fancy, with slide, A4	Bundle	270.40	Available
44122011-FO-F02	FOLDER, fancy, with slide, legal	Bundle	311.88	30 July 2021
44122011-FO-L02	FOLDER, L-type, plastic, legal	Pack	238.57	13 August 2021
44122027-FO-P01	FOLDER, pressboard	Box	952.64	24 September 2021
44122011-FO-T03	FOLDER, with tab, A4	Pack	279.00	06 September 2021
44122011-FO-T04	FOLDER, with tab, legal	Pack	321.36	06 September 2021
42132203-MG-G01	GLOVES, NITRILE	piece	3.07	
31201610-GL-J01	GLUE, all purpose	Jar	71.50	Available
42131711-HC-H01	HEAD COVER, disposable	Piece	2.60	
44122008-IT-T01	INDEX TAB, self-adhesive, transparent	Box	56.68	Estimated date of availability: 3rd week of August 2021
44103105-BR-B04	INK CART, BROTHER LC67B, Black	Cart	910.00	
44103105-BR-B05	INK CART, BROTHER LC67HYBK, Black	Cart	1,601.60	
44103105-CA-C04	INK CART, CANON CL-741, Colored	Cart	989.04	
44103105-CA-C02	INK CART, CANON CL-811, Colored	Cart	1,029.60	
44103105-CA-B04	INK CART, CANON PG-740, Black	Cart	754.00	
44103105-CA-B02	INK CART, CANON PG-810, Black	Cart	780.00	
44103105-EP-B17	INK CART, EPSON C13T664100 (T6641), Black	Cart	249.60	
44103105-EP-C17	INK CART, EPSON C13T664200 (T6642), Cyan	Cart	249.60	
44103105-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta	Cart	249.60	
44103105-EP-Y17	INK CART, EPSON C13T664400 (T6644), Yellow	Cart	249.60	
44103105-HP-B09	INK CART, HP C9351AA, (HP21), Black	Cart	795.60	

44103105-HP-T10	INK CART, HP C9352AA, (HP22), Tri-color	Cart	920.40
44103105-HP-B35	INK CART, HP CD887AA, (HP703), Black	Cart	366.08
44103105-HP-T35	INK CART, HP CD888AA, (HP703), Tri-color	Cart	366.08
44103105-HX-C40	INK CART, HP CD972AA, (HP 920XL), Cyan	Cart	641.68
44103105-HX-M40	INK CART, HP CD973AA, (HP 920XL), Magenta	Cart	641.68
44103105-HX-Y40	INK CART, HP CD974AA, (HP 920XL), Yellow	Cart	641.68
44103105-HX-B40	INK CART, HP CD975AA, (HP 920XL), Black	Cart	1,346.80
44103105-HP-B20	INK CART, HP CH561WA, (HP61), Black	Cart	756.08
44103105-HP-T20	INK CART, HP CH562WA, (HP61), Tricolor	Cart	931.84
44103105-HX-B43	INK CART, HP CN045AA, (HP950XL), Black	Cart	1,786.72
44103105-HX-C43	INK CART, HP CN046AA, (HP951XL), Cyan	Cart	1,326.00
44103105-HX-M43	INK CART, HP CN047AA, (HP951XL), Magenta	Cart	1,326.00
44103105-HX-Y43	INK CART, HP CN048AA, (HP951XL), Yellow	Cart	1,326.00
44103105-HP-B36	INK CART, HP CN692AA, (HP704), Black	Cart	366.08
44103105-HP-T36	INK CART, HP CN693AA, (HP704), Tri-color	Cart	366.08
44103105-HP-B33	INK CART, HP CZ107AA, (HP678), Black	Cart	366.08
44103105-HP-T33	INK CART, HP CZ108AA, (HP678), Tricolor	Cart	366.08
44103105-HP-B42	INK CART, HP CZ121A (HP685A), Black	Cart	312.00
44103105-HP-C33	INK CART, HP CZ122A (HP685A), Cyan	Cart	256.88
44103105-HP-M33	INK CART, HP CZ123A (HP685A), Magenta	Cart	256.88
44103105-HP-Y33	INK CART, HP CZ124A (HP685A), Yellow	Cart	256.88
44103105-HP-B40	Ink Cartridge, HP C2P04AA (HP62) Black	Cart	773.76
44103105-HP-T40	Ink Cartridge, HP C2P06AA (HP62) Tri-color	Cart	950.56
44103105-HP-P48	Ink Cartridge, HP C9397A (HP72) 69ml Photo Black	Cart	1,996.80
44103105-HP-C48	Ink Cartridge, HP C9398A (HP72) 69ml Cyan	Cart	1,996.80
44103105-HP-M48	Ink Cartridge, HP C9399A (HP72) 69ml Magenta	Cart	1,996.80
44103105-HP-Y48	Ink Cartridge, HP C9400A (HP72) 69ml Yellow	Cart	1,996.80
44103105-HP-G48	Ink Cartridge, HP C9401A (HP72) 69ml Gray	Cart	1,996.80
44103105-HP-B48	Ink Cartridge, HP C9403A (HP72) 130ml Matte Black	Cart	3,016.00

44103105-HP-T43	Ink Cartridge, HP F6V26AA (HP680) Tri-color	Cart	405.60	
44103105-HP-B43	Ink Cartridge, HP F6V27AA (HP680) Black	Cart	405.60	
44103105-HP-C50	Ink Cartridge, HP L0S51AA (HP955) Cyan	Cart	995.75	
44103105-HP-M50	Ink Cartridge, HP L0S54AA (HP955) Magenta	Cart	995.75	
44103105-HP-Y50	Ink Cartridge, HP L0S57AA (HP955) Yellow	Cart	995.75	
44103105-HP-B50	Ink Cartridge, HP L0S60AA (HP955) Black	Cart	4,956.60	
44103105-HX-C48	Ink Cartridge, HP L0S63AA (HP955XL) Cyan	Cart	1,212.64	
44103105-HX-M48	Ink Cartridge, HP L0S66AA (HP955XL) Magenta	Cse	1,212.64	
44103105-HX-Y48	Ink Cartridge, HP L0S69AA (HP955XL) Yellow	Cart	1,212.64	
44103105-HX-B48	Ink Cartridge, HP L0S72AA (HP955XL) Black	Cart	1,644.24	
44103105-HP-C51	Ink Cartridge, HP T6L89AA (HP905) Cyan	Cart	453.62	
44103105-HP-M51	Ink Cartridge, HP T6L93AA (HP905) Magenta	Cart	453.62	
44103105-HP-Y51	Ink Cartridge, HP T6L97AA (HP905) Yellow	Cart	453.62	
44103105-HP-B51	Ink Cartridge, HP T6M01AA (HP905) Black	Cart	741.28	
12171703-SI-P01	INK, for stamp pad	Bottle	31.52	13 August 2021
10191509-IN-A01	INSECTICIDE, aerosol type	Can	139.36	08 October 2021
46182008-KN-M01	KN95 FACE MASK	Piece	104.00	
43211503-LAP001	LAPTOP FOR MID-RANGE USERS	unit	41,392.00	17 September 2021
39101628-LT-L01	LINEAR TUBE, Light Emitting Diode (LED), 18 watts	Piece	205.82	08 October 2021
73101612-HS-L01	LIQUID HAND SOAP, 500ml	Bottle	102.96	30 July 2021
14111609-LL-C01	LOOSELEAF COVER, legal	Bundle	794.96	30 September 2021
44111515-MF-B02	MAGAZINE FILE BOX, large	Piece	41.60	Available
44121716-MA-F01	MARKER, fluorescent	Set	36.66	30 July 2021
44121708-MP-B01	MARKER, permanent, felt tip, bullet type, BLACK	Piece	7.47	30 July 2021
44121708-MP-B02	MARKER, permanent, felt tip, bullet type, BLUE	Piece	7.47	30 July 2021
44121708-MP-B03	MARKER, permanent, felt tip, bullet type, RED	Piece	7.47	30 July 2021
44121708-MW-B01	MARKER, whiteboard, felt tip, bullet type, Black	Piece	9.65	30 July 2021
44121708-MW-B02	MARKER, whiteboard, felt tip, bullet type, Blue	Piece	9.65	30 July 2021
44121708-MW-B03	MARKER, whiteboard, felt tip, bullet type, Red	Piece	9.65	30 July 2021

56101504-CM-B01	MONOBLOC CHAIR, beige	Piece	303.68	20 August 2021
56101504-CM-W01	MONOBLOC CHAIR, white	Piece	301.60	20 August 2021
56101519-TM-S02	MONOBLOC TABLE, beige	Unit	1,088.88	17 September 2021
56101519-TM-S01	MONOBLOC TABLE, white	Unit	1,235.52	17 September 2021
47131619-MP-R01	MOPHEAD, made of rayon	Piece	123.76	13 August 2021
43211708-MO-O01	MOUSE, OPTICAL, USB connection type	Unit	111.30	08 October 2021
45111609-MM-P01	MULTIMEDIA PROJECTOR	Unit	17,472.00	
14111514-NP-S03	NOTE PAD, stick on, 3" x 3"		54.08	30 July 2021
14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min		37.06	30 July 2021
14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min		59.28	30 July 2021
44122104-PC-G01	PAPER CLIP, vinyl/plastic coated, 33mm	Box	7.76	17 September 2021
44122104-PC-J02	PAPER CLIP, vinyl/plastic coated, 50mm	Box	13.78	30 July 2021
44101603-PS-M01	PAPER SHREDDER	Unit	5,699.20	Earliest availability: -
14111507-PP-C01	PAPER, Multi-Purpose, A4, 70 gsm	REAM	98.26	27 August 2021
14111507-PP-M02	PAPER, MULTICOPY, Legal, 80gsm	REAM	127.71	27 August 2021
44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	202.67	17 September 2021
44121706-PE-L01	PENCIL, lead, with eraser	Box	20.79	30 September 2021
55121905-PH-F01	PHILIPPINE NATIONAL FLAG	Piece	284.84	08 October 2021
43212102-PR-D01	PRINTER, impact, dot matrix, 9 pins, 80 columns	Unit	9,191.52	17 September 2021
43212105-PR-L01	PRINTER, laser, monochrome	Unit	724.88	17 September 2021
46181804-GG-G01	PROTECTIVE SAFETY GOGGLES	Piece	156.00	
44101602-PU-P01	PUNCHER, paper, heavy duty	Piece	150.80	08 October 2021
47131501-RG-C01	RAGS, all cotton	Bundle	53.82	17 September 2021
14111531-RE-B01	RECORD BOOK, 300 pages		62.40	13 August 2021
14111531-RE-B02	RECORD BOOK, 500 pages		104.00	13 August 2021
44103112-EP-R05	RIBBON CART, EPSON C13S015516 (#8750), Black	Cart	77.43	
44103112-EP-R07	RIBBON CART, EPSON C13S015531 (S015086), Black	Cart	736.32	
44103112-EP-R13	RIBBON CART, EPSON C13S015632, Black	Cart	77.94	
44122037-RB-P10	RING BINDER, 32mm Ø	Bundle	274.23	

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4111604-RU-P02	RULER, plastic, 450mm	Piece	17.68	08 October 2021
44121618-SS-S01	SCISSORS, symmetrical / assymetrical	Pair	33.37	13 August 2021
47131602-SC-N01	SCOURING PAD	Pack	112.32	13 August 2021
42131609-SC-S01	SHOE COVER, disposable	Pair	8.32	
44121905-SP-F01	STAMP PAD, felt	Piece	34.95	13 August 2021
44121613-SR-P01	STAPLE REMOVER, plier type	Piece	24.90	08 October 2021
31151804-SW-H01	STAPLE WIRE, heavy duty, binder type, 23/13	Box	19.76	17 September 2021
31151804-SW-S01	STAPLE WIRE, standard	Box	22.41	08 October 2021
44121615-ST-B01	STAPLER, heavy duty, binder type	Unit	914.22	08 October 2021
42131612-MS-G01	SURGICAL GOWN	Piece	192.00	
42131713-SM-M03	SURGICAL MASK, 3 ply	Piece	1.49	
42131713-SM-M01	SURGICAL MASK, 3-ply	Piece	2.44	
44121605-TD-T01	TAPE DISPENSER, table top	Unit	64.20	17 September 2021
31201502-TA-E01	TAPE, electrical	Roll	18.67	13 August 2021
31201503-TA-M01	TAPE, masking, 24mm	Roll	54.60	17 September 2021
31201503-TA-M02	TAPE, MASKING, 48mm	Roll	106.60	17 September 2021
31201512-TA-T01	TAPE, transparent, 24mm	Roll	10.09	13 August 2021
31201512-TA-T02	TAPE, transparent, 48mm	Roll	19.97	13 August 2021
41112224-TG-T02	THERMOGUN	Piece	2,532.40	
14111704-TT-P02	TOILET TISSUE PAPER, 2-ply, 100% recycled	Pack	86.32	13 August 2021
44103103-BR-B05	TONER CART, BROTHER TN-2150, Black	Cart	2,685.28	
44103103-BR-B09	TONER CART, BROTHER TN-3320, Black	Cart	3,567.20	
44103103-BR-B16	Toner Cart, Brother TN-456 BLACK, high yield 6500	Cart	5,080.40	
44103103-BR-C03	Toner Cart, Brother TN-456 CYAN, high yield 6500	Cart	8,569.60	
44103103-BR-M03	Toner Cart, Brother TN-456 MAGENTA, high yield	Cart	8,569.60	
44103103-BR-Y03	Toner Cart, Brother TN-456 YELLOW, high yield 6500	Cart	8,569.60	
44103103-CA-B00	TONER CART, CANON CRG 324 II	Cart	13,399.36	
44103103-HP-B12	TONER CART, HP CB435A, Black	Cart	3,380.00	
44103103-HP-B14	TONER CART, HP CB540A, Black	Cart	3,337.36	

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44103103-HP-B18	TONER CART, HP CE255A, Black	Cart	7,332.00	
44103103-HP-B21	TONER CART, HP CE278A, Black	Cart	3,952.00	
44103103-HP-B22	TONER CART, HP CE285A (HP85A), Black	Cart	3,432.00	
44103103-HP-B23	TONER CART, HP CE310A, Black	Cart	2,614.56	
44103103-HP-C23	TONER CART, HP CE311A, Cyan	Cart	2,542.80	
44103103-HP-Y23	TONER CART, HP CE312A, Yellow	Cart	2,542.80	
44103103-HP-M23	TONER CART, HP CE313A, Magenta	Cart	2,542.80	
44103103-HP-B24	TONER CART, HP CE320A, Black	Cart	2,916.16	
44103103-HP-C24	TONER CART, HP CE321A, Cyan	Cart	3,072.16	
44103103-HP-Y24	TONER CART, HP CE322A, Yellow	Cart	3,072.16	
44103103-HP-M24	TONER CART, HP CE323A, Magenta	Cart	3,072.16	
44103103-HP-B25	TONER CART, HP CE390A, Black	Cart	8,476.00	
44103103-HP-C26	TONER CART, HP CE401A, Cyan	Cart	10,193.04	
44103103-HP-M26	TONER CART, HP CE403A, Magenta	Cart	10,193.04	
44103103-HP-B28	TONER CART, HP CE505A, Black	Cart	4,466.80	
44103103-HP-B34	TONER CART, HP Q2612A, Black	Cart	3,900.00	
44103103-HP-B48	TONER CART, HP Q7553A, Black	Cart	4,399.20	
44103103-SA-B06	TONER CART, SAMSUNG MLT-D101S, Black	Cart	3,406.00	
44103103-SA-B07	TONER CART, SAMSUNG MLT-D103S, Black	Cart	2,350.40	
44103103-SA-B14	TONER CART, Samsung MLT-D109S, Black	Cart	2,875.58	
44103103-SA-B21	TONER CART, Samsung MLT-D203E, Black	Cart	7,259.20	
44103103-SA-B18	TONER CART, Samsung MLT-D203L, Black	Cart	3,458.00	
44103103-SA-B05	TONER CART, SAMSUNG MLT-D205L, Black	Cart	3,962.24	
44103103-HP-B52	Toner Cartridge, HP CF217A (HP17A) Black Laser Jet	Cart	3,044.08	
44103103-HP-B53	Toner Cartridge, HP CF226A (HP26A) Black LaserJet	Cart	5,787.60	
44103103-HP-B55	Toner Cartridge, HP CF280A, LaserJet Pro M401/M425	Cart	5,200.00	
44103103-HP-B56	Toner Cartridge, HP CF281A (HP81A) Black LaserJet	Cart	8,606.00	
44103103-HP-B57	Toner Cartridge, HP CF283A (HP83A) LaserJet Black	Cart	3,241.70	
44103103-HX-B51	Toner Cartridge, HP CF283XC (HP83X) Black LJ	Cart	4,056.00	

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44103103-HP-B58	Toner Cartridge, HP CF287A (HP87) Black	Cart	10,051.00	
44103103-HX-B52	Toner Cartridge, HP CF325XC (HP25X) Black LaserJet	Cart	13,156.00	
44103103-HP-B60	Toner Cartridge, HP CF350A Black LJ	Cart	2,901.60	
44103103-HP-C60	Toner Cartridge, HP CF351A Cyan LJ	Cart	2,953.60	
44103103-HP-Y60	Toner Cartridge, HP CF352A Yellow LJ	Cart	2,953.60	
44103103-HP-B61	Toner Cartridge, HP CF360A (HP508A) Black LaserJet	Cart	7,056.40	
44103103-HP-C61	Toner Cartridge, HP CF361A (HP508A) Cyan LaserJet	Cart	8,846.24	
44103103-HP-Y61	Toner Cartridge, HP CF362A (HP508A) Yellow	Cart	8,846.24	
44103103-HP-M61	Toner Cartridge, HP CF363A (HP508A) Magenta	Cart	8,846.24	
44103103-HP-B62	Toner Cartridge, HP CF400A (HP201A) Black	Cart	3,429.78	
44103103-HP-C62	Toner Cartridge, HP CF401A (HP201A) Cyan	Cart	4,043.83	
44103103-HP-Y62	Toner Cartridge, HP CF402A (HP201A) Yellow	Cart	4,043.83	
44103103-HP-M62	Toner Cartridge, HP CF403A (HP201A) Magenta	Cart	4,043.83	
44103103-HP-B63	Toner Cartridge, HP CF410A (HP410A) black	Cart	4,440.80	
44103103-HX-B54	Toner Cartridge, HP CF410XC (HP410XC) black	Cart	7,441.20	
44103103-HP-C63	Toner Cartridge, HP CF411A (HP410A) cyan	Cart	5,616.00	
44103103-HX-C54	Toner Cartridge, HP CF411XC (HP410XC) cyan	Cart	7,472.40	
44103103-HP-Y63	Toner Cartridge, HP CF412A (HP410A) yellow	Cart	5,616.00	
44103103-HX-Y54	Toner Cartridge, HP CF412XC (HP410XC) yellow	Cart	7,472.40	
44103103-HP-M63	Toner Cartridge, HP CF413A (HP410A) magenta	Cart	5,616.00	
44103103-HX-M54	Toner Cartridge, HP CF413XC (HP410XC) magenta	Cart	7,472.40	
47121701-TB-P04	TRASHBAG, GPP specs, black, 940mmx1016mm	Pack	134.68	17 September 2021
31151507-TW-P01	TWINE, plastic	Roll	58.24	13 August 2021
47121702-WB-P01	WASTEBASKET, non-rigid plastic	Piece	27.96	13 August 2021
60121124-WR-P01	WRAPPING PAPER, kraft	Pack	154.84	06 August 2021

*This certificate is valid within fifteen (15) days upon the date of issuance. Items indicated above are currently not available from the Procurement Service and agency may procure thru other sources in accordance with 2016 Revised IRR of RA 9194.



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO ST., SAN MIGUEL, MANILA

PROCUREMENT MANAGEMENT DIVISION

PURCHASE REQUEST (PR) CHECKLIST

The Purchase Request shall be submitted with the following documents:

1. Manual PR
2. BTMS PR Reference Number (*Down BTMS system*)
3. Technical Specifications (in case of Goods);
Terms of Reference (in case of Consultancy Services);
Scope of Work (in case of Services)
4. Requisition and Issue Slip (RIS)¹
5. At least one valid quotation from a supplier/service provider²

ADDITIONAL REQUIREMENTS FOR REQUEST OF REPAIR, MAINTENANCE, AND/OR REPLACEMENT:

- For Office Equipment/Furniture
6. Pre-Inspection Report and/or Credit Memorandum
 - For Motor Vehicles
 7. Vehicle Record
 8. Pre-Inspection Report
 9. Initial canvass or valid quotation from a supplier/service provider
(from Property Unit/End-user)

REMARKS: CNA 5 July 4, 2021 and APP included

RECEIVED BY: _____

Date: _____

The Procurement Management Division shall not accept incomplete submission where the PR, along with the attached documents, shall be automatically returned to the end-user unit for full-compliance.

¹ Memorandum dated May 18, 2018 - Guidelines on the Preparation and Submission of Requisition and Issuance Slip (RIS) and Purchase Request (PR) items 1.1.1 to 1.1.3

² Quotations from Lazada, Amazon, Shopee and the like will not be accepted as a quotation.