



Republic of the Philippines
DEPARTMENT OF BUDGET AND MANAGEMENT
General Solano Street, San Miguel, Manila

REQUEST FOR QUOTATION
No. 22-041

The **Department of Budget and Management (DBM)** through its **Administrative Service**, intends to procure **"Supply and Delivery of Office Supplies, Parts, and Equipment used in Official Operations not included in the PS Catalogue for the Third (3rd) Quarter"** for CY 2022 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 JUL 29 2022, 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 2022 **Business/Mayor's Permit¹** 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 Statement² (GPPB-prescribed forms), Income/Business Tax Return³ (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.	Supply and Delivery of Office Supplies, Parts, and Equipment used in Official Operations not included in the PS Catalogue for the Third (3rd) Quarter - See attached Annex A				

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

SCHEDULE OF REQUIREMENTS

Bidder's Statement of Compliance

A.	Supply and Delivery of Office Supplies, Parts, and Equipment used in Official Operations not included in the PS Catalogue for the Third (3rd) Quarter - Fifteen (15) calendar days upon receipt of Notice to Proceed	
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ANNEX A

Unit	Particulars	Quantity	Unit Price	Total Price
piece	Ballpen, Black	514		
piece	Ballpen, Blue	596		
piece	Ballpen, Red	82		
piece	Sign Pen, Blue, 1.0mm, Hi-Tecpoint	55		
piece	Ribbon of Electronic Typewriter, Model: GX-8250	2		
piece	Ribbon of Dater Machine, Model: TS-350	29		
roll	Duct Tape	2		
piece	Ring Binder, 19mm	10		
piece	Ring Binder, 50mm	20		
roll	Double Adhesive Tape, <i>34mm</i>	40		
sets	Sticky Tab, Sign Here	100		
pack	Sticker Paper, A4	110		
pack	Metal Bulldog Clip, 3", 3 piece/pack	40		
pack	Metal Bulldog Clip, 2.5", 4 piece/pack	40		
unit	Whiteboard / Corboard Combi, with Stand and Frame, <i>4x8 (A)</i>	1		
piece	Book Ends, <i>Metal, Big</i>	60		
piece	Carbon Ribbon of Electronic Typewriter, Olympia Compact 5DM	20		
piece	Lift Off Tape-Eraser of Electronic Typewriter, Olympia Compact 5DM	30		
pack	Bristol Board, A4, 180 gsm, White, 100piece/pack	10		
bottle	Ink, Black, (Self Inking Stamps), <i>min. of 28 ml</i>	10		
bottle	Ink, Blue, (Self Inking Stamps), <i>min. of 28 ml</i>	25		
bottle	Adhesive Spray, Multi Purpose, 11 fl/oz	5		
piece	Staple Remover, Metal, Heavy Duty	11		
piece	Permanent <i>Permanent</i> Marker, Broad, Black	20		
box	Laminating Film, <i>A4</i>	3		
pack	Colored Paper, Light Green, A4, 10pcs/pack	35		

FINANCIAL OFFER

Approved Budget for the Contract	Total Offered Quotation
One Hundred Thirty Seven Thousand Five Hundred Pesos only (Php 137,500.00)	In words: _____ _____ _____ In figures: _____ _____ _____

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<i>Payment Details:</i>	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