



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

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**REQUEST FOR QUOTATION**  
**No. 22-042**

The **Department of Budget and Management (DBM)** through its **Administrative Service (AS)**, intends to procure "**Supply and Delivery of Office Supplies used in Official Operations Not Available in the PS for the 3<sup>rd</sup> 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 29 JUL 2022, 2:00 p.m.** at the AS – 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 Permit<sup>1</sup>** 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<sup>2</sup> (GPPB-prescribed forms)**, **Income/Business Tax Return<sup>3</sup> (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 [kcantoria@dbm.gov.ph](mailto:kcantoria@dbm.gov.ph).

**AARON ALBERTO A. ESCALONA**  
Chief Administrative Officer

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<sup>1</sup>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.

<sup>2</sup>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.

<sup>3</sup>Manually 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.	<b>Supply and Delivery of Office Supplies used in Official Operations Not Available in the PS for the 3<sup>rd</sup> Quarter</b>  See attached Annex A for the complete technical specifications.				

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

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<b><u>SCHEDULE OF REQUIREMENTS</u></b>		<b><u>BIDDER'S STATEMENT OF COMPLIANCE</u></b>
A.	<b>Supply and Delivery of Office Supplies used in Official Operations Not Available in the PS for the 3<sup>rd</sup> Quarter</b>	Within fifteen (15) working days upon receipt of Notice to Proceed (NTP)

<b><u>FINANCIAL OFFER</u></b>	
<b>Approved Budget for the Contract</b>	<b>Total Offered Quotation</b>
<p><b>One Hundred Fifty-Eight Thousand Four Hundred Pesos only</b></p> <p><b>(Php 158, 400.00)</b></p>	<p>In words: _____</p> <p>_____</p> <p>_____</p> <p>In figures: _____</p> <p>_____</p> <p>_____</p>

<b><u>Payment Details:</u></b>	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.

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Fax/Mobile No.

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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.**

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Signature over Printed Name

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Position/Designation

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Office Telephone No.

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Fax/Mobile No.

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Email address/es

## TECHNICAL SPECIFICATIONS

Unit	Qty.	Item Description	Unit Price	Total Price
pad	300	<b>Note Pad</b> Size: 50mm x 76mm (2" x 3") (min) Weight: 70 gsm (min) Thickness: 0.09mm (min) Brand shall be printed on the item; assorted colors		
pad	306	<b>Note Pad</b> Size: 76mm x 100mm (3" x 4") (min) Weight: 70 gsm (min) Thickness: 0.09mm (min) Brand shall be printed on the item; assorted colors		
roll	99	<b>Tape, Masking</b> Width: 48mm (±1mm) Length: 50 meters Adhesion Strength: 8.5N/24mm width (min) Breaking Strength: 65N/24mm width (min)		
roll	139	<b>Tape, Packaging</b> Color: Tan Width: 48mm (±1mm) Length: 50 meters Material: Bixially-oriented Polypropylene Adhesion Strength: 6N/24mm (min) Breaking Strength: 14N/24mm (min)		
box	449	<b>Clip, Backfold</b> All metal Length: 19mm (-1mm) Depth: 10mm (min) Thickness: 0.20mm (min) Diameter of Clip Handles: 1.0mm (min) Shall conform with the required testing and evaluation: Dimensions, Visual Examination, and Performance Tests		
box	420	<b>Clip, Backfold</b> All metal Length: 25mm (-1mm) Depth: 13mm (min) Thickness: 0.22mm (min) Diameter of Clip Handles: 1.20mm (min) Shall conform with the required testing and evaluation: Dimensions, Visual Examination, and Performance Tests		
box	400	<b>Clip, Backfold</b> All metal Length: 32mm (-1mm) Depth: 14mm (min) Thickness: 0.30mm (min) Diameter of Clip Handles: 1.45mm (min) Shall conform with the required testing and evaluation: Dimensions, Visual Examination, and Performance Tests		
piece	156	<b>Data File Box</b> With closed ends Outside Dimension: Width: 125mm (min) Height: 230mm (min) Length: 400mm (min) Chipboard: 3mm thick (min) Leatherette paper for outside cover Coated paper for inside cover Front of the box: With finger ring and pocket for label <b>insert</b> Assorted colors (red, green, blue and maroon) one shade only		

piece	547	<p><b>Data Folder</b>  Dimension: Width: 75mm (min)  Height: 230mm (min)  Length: 380mm (min)  Chipboard: 2.5mm thick (min)  Leatherette paper and/or Polypropylene (PP) material made of linen design for outside cover  Coated paper for inside cover including spine portion  With <b><i>all steel</i></b> lever arch file mechanism and taglia lock  Spine is provided with finger ring and clear plastic pocket for label <b><i>insert</i></b>  - Spine made of PVC gamuza/PP material or material of equivalent or superior quality  Assorted colors (red, green, blue, <b><i>brown</i></b> and maroon) one shade only</p>		
box	21	<p><b>Folder, Pressboard</b>  Heavy Duty Paper board  369mm x 242mm (-5mm)  Thickness: 0.40mm (min)  Weight: 312<b><i>gsm</i></b> (min)  Color: Cream, green or maroon, etc.  Accordion-pleat Gusset: Latex Paper/PVC Bookbinder/Book Cloth/Paper Cloth  - Color: Green, Red, Blue  - Expansion: 39mm (-3mm)</p>		