



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

REQUEST FOR QUOTATION
No. 22-004

The **Department of Budget and Management (DBM)** through its **Administrative Service**, intends to procure "**Procurement of Tokens for the Resource Speakers of the PFMCP and other PFM Learning Sessions**" 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** April 27, 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.	Procurement of Tokens for the Resource Speakers of the PFMCP and other PFM Learning Sessions - See attached for the complete technical specifications	100 curated box set			

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

SCHEDULE OF REQUIREMENTS

BIDDER'S STATEMENT OF COMPLIANCE

A.	Procurement of Tokens for the Resource Speakers of the PFMCP and other PFM Learning Sessions - See attached for the complete schedule of requirements	
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FINANCIAL OFFER

Approved Budget for the Contract	Total Offered Quotation
<p style="text-align: center;">Two Hundred Three Thousand Nine Hundred Pesos only</p> <p style="text-align: center;">(Php 203, 900.00)</p>	<p style="text-align: center;">In words: _____</p> <p>_____</p> <p>_____</p> <p style="text-align: center;">In figures: _____</p> <p>_____</p> <p>_____</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

Procurement of Tokens for Resource Speakers of the PFMCP and other PFM related sessions

Terms of Reference

I. BACKGROUND

The Department of Budget and Management strengthens its network and linkages through the conduct of study visits that are open to local and foreign stakeholders and learners. These study visits are of short duration, conducted over a minimum period of two (2) hours to a week at most. Subject Matter Experts are identified and invited to serve as resource speakers on specific topics, which are tackled in various formats, including lectures, fora, or table discussions. Some study visits may include a trip to and/or tour of offices to observe regular daily activities and actual transactions.

Official delegations and special interest groups from countries, local agencies, or offices that wish to learn more about the Philippine Budget Process, as well as its relevance, role and responsibilities in the context of good governance and public service may be accommodated in brief lectures and discussions upon invitation from or approval by the Department. A formal request in writing, addressed to the head of the agency, is required for proper reference and documentation.

The supply and delivery of tokens for resources of the PFMCP and other PFM related sessions shall support the commitment of the BITS-CDD to represent the Department in the knowledge sharing during study visits. The resource speakers who are invited to conduct lectures are also provided with tokens to express appreciation in extending their time, experiences and knowledge for the purpose of the activity.

The schedule of supply and delivery of tokens will be from May to June 2022.

II. TECHNICAL SPECIFICATIONS

PARTICULARS	QUANTITY	SPECIFICATIONS
Curated Gift Box	100 curated box sets	Curated gift box with the following inclusions: <i>Premium Flip Top Hard Box with logo print, ribbon, personalized gift card, and paper fillers inside</i> Box Type: Flip Top Hard box Color: Dark Blue Ribbon Color: Dark Blue Paper Fillers Color: White Logo Print Type/Color: Hot Foil Gold (one logo) Logo Size: 4" (round) Size of Gift Card: 3.5" x 2" (full color print)

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		<p>Items inside the box:</p> <p>Double Wall Clear Mug and wooden lid with logo Mug Type: Clear and Double Wall Material (Lid/Cover): Wood Color of Lid: Brown Capacity: 250 ml With handle: Yes With logo: Yes; on top of wooden lid Print Type: Engraved Logo Size: 3" (round)</p> <p>Journal Notebook with logo Size: A5 (5.8" x 8.3") Color: Dark Blue With PU leather notebook sleeve (pebbled pattern) No. of pages: 80 leaves Binding: Smyth sewn Paper print: Lined paper Cover Print: One logo print Print Type and Color: Hot Foil (Gold) Logo Placement: Lower right Logo Size: 3" (round)</p> <p>Laptop/Desk Mat with logo Size: 30 x 60 cm Material: PVC Leather Color: Dark Blue With one logo print Logo Print Color: White/Silver Print Type: Laser Engraved Logo Placement: Upper right Logo Size: 3" (round)</p>
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III. SCHEDULE OF REQUIREMENTS

ACTIVITIES	TARGET DELIVERY
Sample print of the tokens	Delivery within 10 working days upon receipt of the Notice to Proceed This shall be provided to BITS-CDD prior to mass production.
Tokens for Resource Speakers (100 curated box sets)	Delivery within 45 working days upon approval of the sample print of the merchandise.

IV. BUDGET

The total proposed budget for the procurement of tokens for resource speakers of the PFMCP and other PFM related sessions is **TWO HUNDRED THREE THOUSAND NINE HUNDRED PESOS AND 0/100 CENTAVOS ONLY (Php 203,900.00).**

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V. TERMS OF PAYMENT

The Terms of Payment shall be as follows:

1. Payment shall be made after the complete delivery and acceptance of the tokens upon submission of the following documents for payment processing (e.g., delivery receipt, sales invoice, billing statement, and other documents required in this technical specifications).
2. Payment shall be subject to any applicable tax obligation/deduction.

VI. FUNDING SOURCE

The proposed budget for the program shall be charged against available DBM funds under the FY 2022 General Appropriations Act.

Procurement of Tokens for the Resource Speakers of
the PFMCP and Other PFM Related Sessions

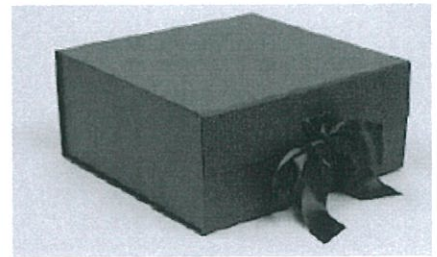
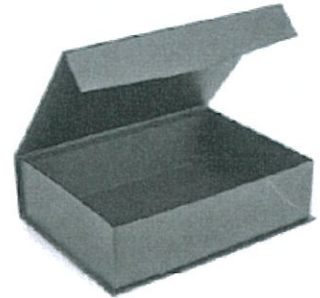
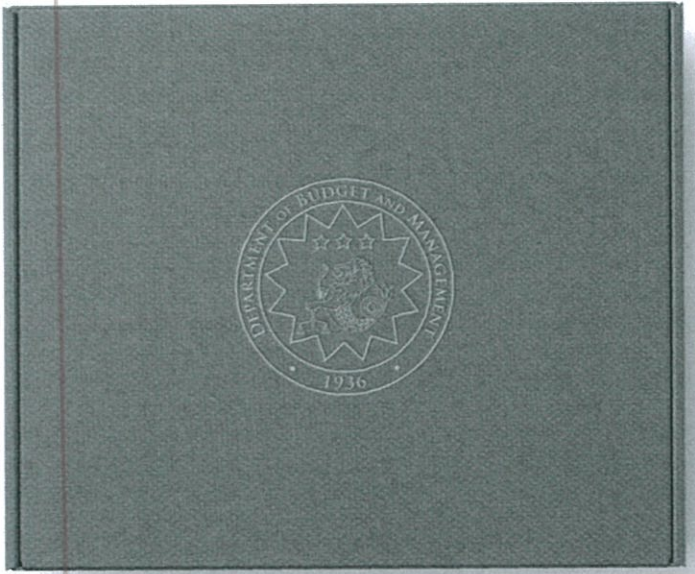
PROCUREMENT OF TOKENS FOR RESOURCE SPEAKERS OF THE PFMCP AND OTHER PFM RELATED SESSIONS		
Particulars	Quantity	Technical Specifications
Curated Gift Box	100 curated box sets	<p>Curated gift box with the following inclusions: Premium Flip Top Hard Box with logo print, ribbon, personalized gift card, and paper fillers inside Box Type: Flip Top Hardox Color: Dark Blue Ribbon Color: Dark Blue Paper Fillers Color: White Logo Print Type/Color: Hot Foil Gold (one logo) Logo Size: 4" (round) Size of Gift Card: 3.5" x 2" (full color print)</p> <p>Items inside the box: Double Wall Clear Mug and wooden lid with logo Mug Type: Clear and Double Wall Material (Lid/Cover): Wood Color of Lid: Brown Capacity: 250 ml With handle: Yes With logo: Yes; on top of wooden lid Print Type: Engraved Logo Size: 3" (round) Journal Notebook with logo Size: A5 (5.8" x 8.3") Color: Dark Blue With PU leather notebook sleeve (pebbled pattern) No. of pages: 80 leaves Binding: Smyth sewn Paper print: Lined paper Cover Print: One logo print Print Type and Color: Hot Foil (Gold) Logo Placement: Lower right Logo Size: 3" (round) Laptop/Desk Mat with logo Size: 30 x 60 cm Material: PVC Leather Color: Dark Blue With one logo print Logo Print Color: White/Silver Print Type: Laser Engraved Logo Placement: Upper right Logo Size: 3" (round)</p>

SCHEDULE OF REQUIREMENTS	
ITEM/DESCRIPTION	DELIVERY SCHEDULE
Sample print of the tokens	Delivery within 10 working days upon receipt of the Notice to Proceed This shall be provided to BITS-CDD prior to mass production.
Tokens for Resource Speakers (100 curated box sets)	Delivery within 45 working days upon approval of the sample print of the merchandise.

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Mock-up Designs

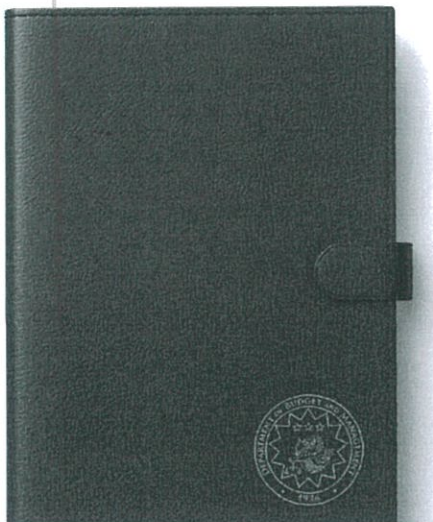
- 1) Flip Top Box with logo print, ribbon, personalized gift card and white paper fillers inside



- 2) Double Wall Clear Mug with Handle and Wooden Lid

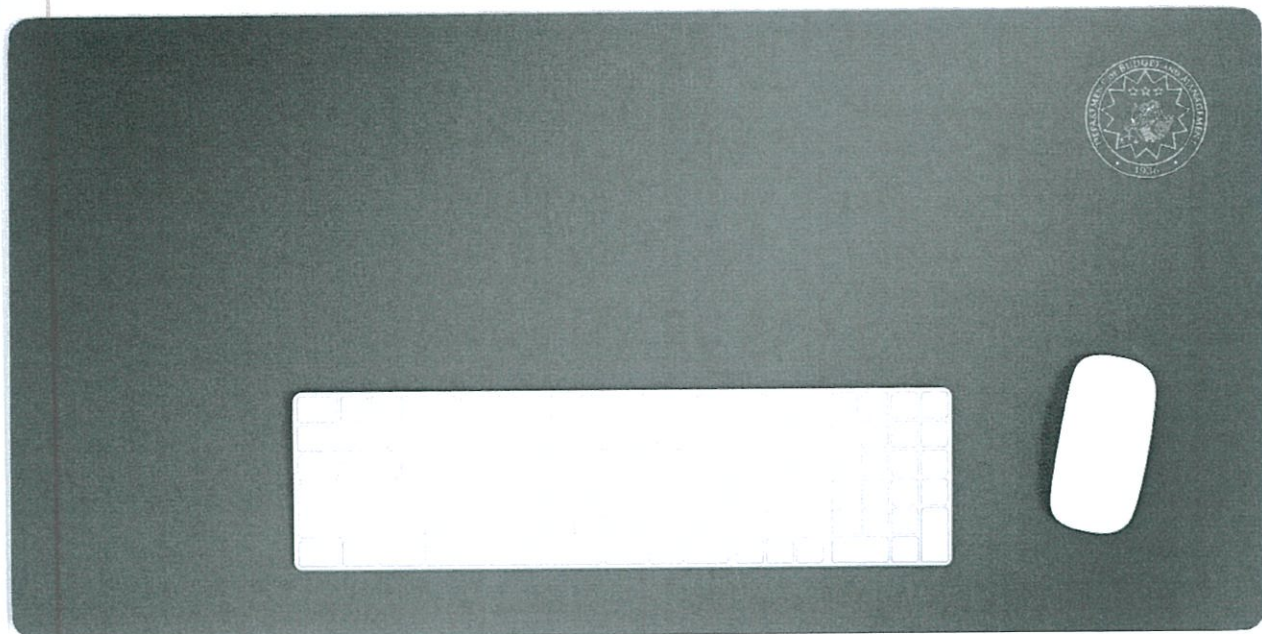


- 3) Journal Notebook



Handwritten signature or initials.

4) Laptop Desk Mat



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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