



REPUBLIC OF THE PHILIPPINES  
 DEPARTMENT OF BUDGET AND MANAGEMENT  
 General Solano Street, San Miguel, Manila

**REQUEST FOR QUOTATION**  
**No. 23-062A**

The **Department of Budget and Management (DBM)** through its **Administrative Service**, intends to procure "**Supply and Delivery of Modular Workstations**" for FY 2023 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 attached Annexes A and B (Terms and Conditions)**, provided as part of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than** 12 DEC 2023, **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 the email address indicated below.

A copy of your 2023 **Business/Mayor's Permit** and **PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. A **valid and updated** PhilGEPS Registration Certificate (Platinum Membership) (**all pages**) may be submitted in lieu of the Mayor's/Business Permit.

The Supplier/Service Provider with the Single/Lowest Calculated Quotation shall submit its **Omnibus Sworn Statement (GPPB-prescribed forms)** within a non-extendible period of five (5) calendar days from receipt of the notice from the Administrative Service that it submitted the Single/Lowest Calculated Quotation<sup>1</sup>.

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**  
 Chief Administrative Officer

<sup>1</sup> Failure to submit the required documents on time, or a finding against the veracity thereof, shall disqualify the supplier/service provider for award. In case the notice for the submission of post-qualification documents is sent via the bidder's email, it shall be considered as received by the bidder on the date and time the email was sent, whether or not the bidder acknowledged the said email. It shall be the bidder's responsibility to check its/his/her email for the purpose.

Date: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Store/Shop: \_\_\_\_\_

Address: \_\_\_\_\_

TIN: \_\_\_\_\_

PhilGEPS Registration Number: \_\_\_\_\_

**INSTRUCTIONS:**

- (1) Accomplish this Request for Quotation (RFQ) correctly and accurately.
- (2) The use of this RFQ is highly encouraged to minimize errors or omissions of the mandatory provisions.

If a different form is used other than the RFQ, the quotation shall contain all the mandatory provisions, including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier or service provider submits a filled-out RFQ with a supporting document (i.e., price quotation in a different format), both documents shall be considered unless there is any discrepancy. In this case, provisions in the RFQ shall prevail.

- (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 Modular Workstations</b><br>- See attached for the detailed Technical Specifications | <b>21 sets</b> |                                  |                           |                            |

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

|  |  |   |
|--|--|---|
| <b><u>SCHEDULE OF REQUIREMENTS</u></b> |  | <b>Bidder's Statement of Compliance</b> |
| A.                                     | <b>Supply and Delivery of Modular Workstations</b><br>- See attached for the detailed Schedule of Requirements |   |

| <b><u>FINANCIAL OFFER</u></b>   |  |
|---|--|
| Approved Budget for the Contract  | Total Offered Quotation  |
| <b>Four Hundred Forty Four Thousand Pesos only</b><br><br><b>(Php 444,000.00)</b> | In words: _____<br>_____<br>_____<br>_____<br><br>In figures: _____<br>_____<br>_____<br>_____ |

| <b><u>Payment Details:</u></b> |   |
|--------------------------------|---|
| <b><u>Payment Terms:</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, subject to other payment terms as prescribed in this RFQ. |
| 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. 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, subject to other payment terms as prescribed in this RFQ.
12. 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.

13. 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.

**CONFORME:**

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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

## *Section VI. Schedule of Requirements*

The delivery schedule stipulates hereafter the date of delivery to the project site.

| Item | Description  | Quantity | Delivery Schedule  |
|------|--|----------|--|
| 1    | <b>Modular Workstation</b><br>Worktop : 1200W x 600D mm<br>Laminate/glass partition: 1000H x 1200D mm<br>Laminate/glass partition: 1000H x 600D mm<br>Laminate/glass partition: 1000H x 600D mm<br>Laminate/glass partition: 1000H x 450D mm | 21 sets  | Within Sixty (60) calendar days from the receipt of Notice to Proceed. |

**Note:** The quantity may vary upon written advice from the AS-GSD.

**I hereby certify to comply and deliver all the above requirements.**

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature Over Printed Name of Representative

\_\_\_\_\_  
Date

## *Section VII. Technical Specifications*

Bidders must state here either "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each "Specification."

| Specifications  | Bidder's Statement of Compliance |
|---|----------------------------------|
| <b>I. Modular Workstations</b><br><i>(see attached Annex "A" [Detailed Technical Specifications], item 3.0)</i> |                                  |

**I hereby certify to comply with all the above Technical Specifications.**

\_\_\_\_\_  
 Name of Company/Bidder

\_\_\_\_\_  
 Signature Over Printed Name of Representative

\_\_\_\_\_  
 Date

## **DETAILED TECHNICAL SPECIFICATIONS**

### **1.0 Project Title**

Supply and delivery of Modular Workstations for the DBM Central Office

### **2.0 Objective**

To provide an adequate supply of modular workstations for B/S/Os.

### **3.0 Modular Workstation Technical Specifications**

#### **3.1 General Specifications**

- 3.1.1 Quick and easy reconfiguration with a minimal connector for assembly, minimal parts and number of tools required for assembly, Modular Design.
- 3.1.2 All metal parts shall be with a non-corrosive type of paint.
- 3.1.3 Leveling guides shall be able to provide a 1" adjustment range for installation on uneven floors.
- 3.1.4 Steel connectors shall be the heavy-duty non-corrosive type of paint.
- 3.1.5 Base cover shall be plain with an opening to accommodate receptacles.
- 3.1.6 Concealed wiring management from the existing floor to the base wire for telephone, data, communication, and power line shall be provided with a separator to avoid power interference.
- 3.1.7 All frames shall be sturdy and able to support work surfaces and other accessories.
- 3.1.8 All metal parts shall be rustproof.
- 3.1.9 Panel frame thickness shall be 30 mm.

#### **3.2 Specifications for Main worktops, Tabletops, Side tabletops, and Undershelves**

- 3.2.1 Worktop edges (all sides) shall be provided with rubber or plastic Edge Bond.
- 3.2.2 Core material shall be HDF only with a high-pressure laminate top. The minimum thickness of HPL is the same as existing.
- 3.2.3 Underside shall be covered with melamine face.
- 3.2.4 Worktop shall be attached or supported by a steel bracket to the partition.
- 3.2.5 Worktop shall have a total thickness of 30mm.
- 3.2.6 Worktop shall be provided with grommets on both ends.
- 3.2.7 Worktop shall be in woodgrain laminate finish.
- 3.2.8 Edge bond shall be the same finish/design as the tabletop finish.

#### **3.3 Specifications for Glass Panel**

- 3.3.1 Glass shall be 3/16" thick clear glass with an exposed frame surface of 40mm on both sides.
- 3.3.2 Glass shall be installed on the center of the glass frame with a rubber filler.
- 3.3.3 Glass frame shall be gauge 18 extruded aluminum with a non-corrosive type of paint (powder-coated finish)
- 3.3.4 Glass frame shall be in a charcoal gray powder-coated finish.



3.3.5 Glass frame thickness shall be 30mm.

### **3.4 Specifications for Laminated Panel**

- 3.4.1 Laminated panel Core shall be made of particleboard or medium fiberboard.
- 3.4.2 Laminated Panel outer layer/finish shall be made of High-Pressure Laminates (HPL) on all sides.
- 3.4.3 Laminated Panel finish shall be in smoke gray color. (all sides)
- 3.4.4 Panel strips (panel edging) shall be made of gauge 20 extruded aluminum with non-corrosive and 10mm width on all sides of the partition tile frame.
- 3.4.5 Panel strips shall be in a charcoal gray powder-coated finish.
- 3.4.6 Panel frame thickness shall be 30 mm.

### **3.5 Specification for Top Cap with end connectors**

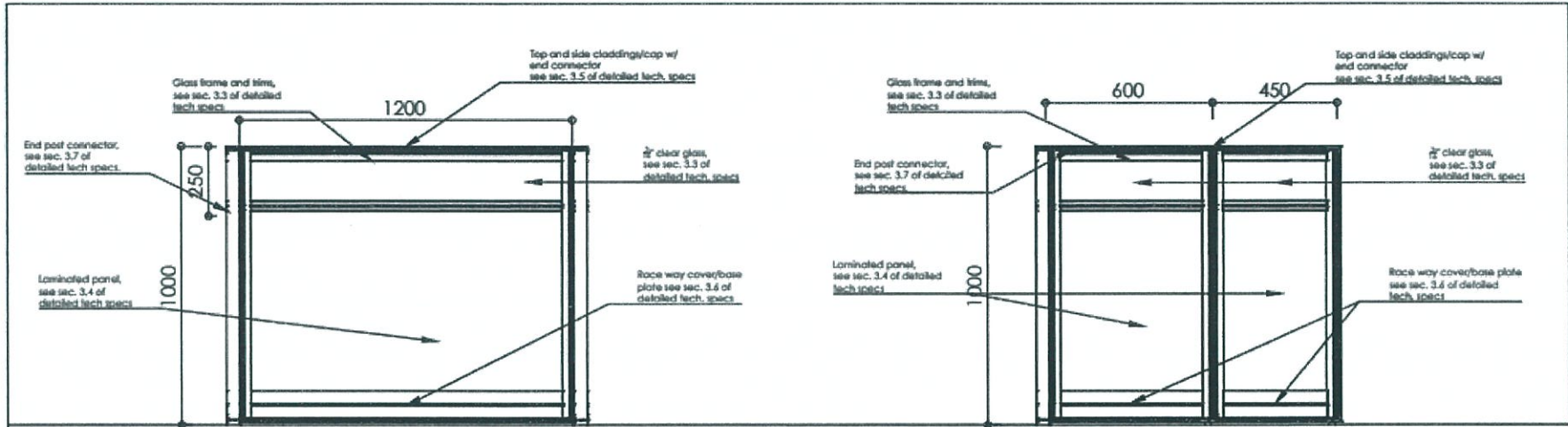
- 3.5.1 Top cap shall be gauge 18 extruded aluminum with a non-corrosive type of paint (powder-coated finish).
- 3.5.2 Top Cap shall be a snap-on type of installation.
- 3.5.3 End connectors shall be made of durable plastic.
- 3.5.4 Top Cap and end connectors shall be in charcoal gray powder-coated finish.

### **3.6 Specification for Kick/Base Plate**

- 3.6.1 Kick plate shall be made of Gauge 20 extruded aluminum with a non-corrosive type of paint (powder-coated finish).
- 3.6.2 Kick plate shall be a snap-on type of installation.
- 3.6.3 Kick plate shall have 2 punch-out holes (at both ends) for the standard size of convenience outlets.
- 3.6.4 Kick plate shall be in charcoal gray powder-coated finish.

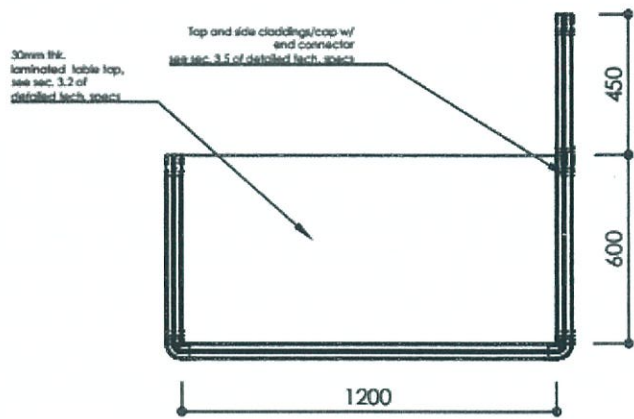
### **3.7 Specifications for 2D,3D,4D and End Post Connectors**

- 3.7.1 Post shall be made of Gauge 18 extruded aluminum with non-corrosive type of paint (powder-coated finish)
- 3.7.2 Posts shall be in silver powder coated finish.
- 3.7.3 With 1" adjustable base for uneven floors.
- 3.7.4 Powder coated finish in silver color

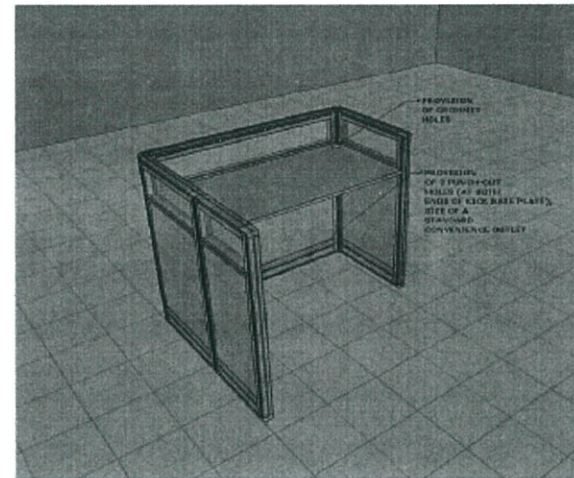


FRONT VIEW

SIDE VIEW



TOP VIEW



| PROJECT TITLE:   | PREPARED BY:  | REVIEWED BY:   | RECOMMENDING APPROVAL:                            | APPROVED BY:  | SHEET CONTENT:   | SHEET NO.: |
|--|---|--|---|---|--|------------|
| SUPPLY AND DELIVERY OF MODULAR WORKSTATIONS FOR THE DBM CENTRAL OFFICE | ENGR. PATRICK LEONARD V. JAYNARD<br>ADMINISTRATIVE OFFICER IV | ENGR. CONRADO O. IGACIO II<br>ADMINISTRATIVE OFFICER V | ATY. RAMON VICENTE B. ASUNCION<br>DIRECTOR IV, AS | ASEC. ACHILLES GERRARD C. BRAVO<br>FOR. REGIONAL MANAGEMENT GROUP | SHOP DRAWINGS/<br>DETAILED DRAWING<br>OF THE MODULAR WORKSTATION<br>ASSEMBLY |            |

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