



DMS Reference #
2023-ROVI-0052908-I

Department of Budget and Management

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
251-A GENERAL HUGHES ST., ILOILO CITY

RECEIVED
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OFFICE OF USEC. W.W.L. WONG

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Information & Communication Technology
Systems Service (ICTSS)

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Notes:

SENDER		DBM RO VI - PERSONAL DELIVERY	
DOCUMENT TITLE		DBM RO VI-MEMORANDUM DATED 25 APRIL 2023-REQUEST FOR POSTING OF REQUEST FOR QUOTATIONS (RFQs) IN THE DBM WEBSITE	
CC		OFFICE OF USEC WONG Jesabel Angara	
DATE	FROM	TO	REMARKS
04/25/2023	ROVI	CRD RECEIVIN G ()	FAA
5/3/23	CRD	Office of Usec. Wong	
5/4/23	OWNW	ACTS	FAA
5/9/23	ACTS adm	ACTS DO	For your approval po - Thank you
5/10/23	ACTS	BUMS	For approval of UMS. Thank you.
5/11/23	OWNMVS	ICTSS	FAA



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT

April 25, 2023

RELEASED
DBM Regional Office VI

BY: _____
DATE: APR 26 2023

MEMORANDUM

For : **The Undersecretary**
Functional Group Head of the Local Government and Regional
Operations Group

From : The Acting Director
DBM Regional Office VI

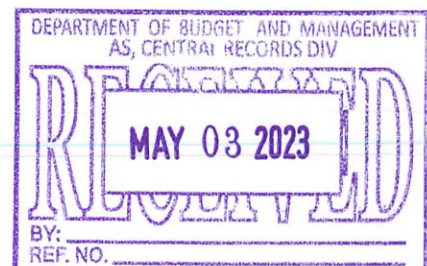
Subject : **DBM REGIONAL OFFICE VI – REQUEST FOR POSTING
OF REQUEST FOR QUOTATIONS (RFQs) IN THE DBM
WEBSITE**

- 1.0 This is to request the approval of posting of the DBM RO VI Request for Quotation (RFQ) No. 2023-04-012 under the procurement tab in the DBM website.
- 2.0 Attached is the duly accomplished Request for Posting of Online Content form¹ for the purpose, for the signature of the Undersecretary.
- 3.0 For the Undersecretary's consideration and approval, please.



MARIA LIANE L. GAYOMALI

APPROVED
 DISAPPROVED


WILFORD WILL L. WONG
Undersecretary



¹ Communications and Stakeholder Engagement Group Memorandum dated September 1, 2022

Annex B		DBM-ICTSS-Form-7 Rev. 1
 REQUEST FOR POSTING OF ONLINE CONTENT		
I. Information of Request		
For the Content Owner (Heads of the B/S/O) Only		
Requesting Bureau/Service/Office (B/S/O): DBM Regional Office (RO) VI	Type of Request: <input type="checkbox"/> For Update <input checked="" type="checkbox"/> New <input type="checkbox"/> For Archiving Choice of Platform: <input checked="" type="checkbox"/> DBM Website <input type="checkbox"/> DBM Social Media Account, Please specify: _____	
Brief Description of Information (Kindly attach your soft copy/copies if there are any): Posting of DBM RO VI RFQ No. 2023-04-012 under Procurement tab in the dbm.gov.ph website.		
Duration of Posting: Date: (MM/DD/YYYY) From: <u>04/26/2023</u> To: <u>05/02/2023</u>		
Point Person for the Requesting B/S/O		
Name: John Arnold C. Toribio		
Local Number: 8817 Email Address: jtoribio@dbm.gov.ph		
Recommended by:	 CECILE C. LACSON DBM RO VI TIC BAC Chairperson Name and Signature of the Content Owner	Date: (mm/dd/yyyy) ____/____/____
Approved by:	 USEC. WILFORD WILL L. WONG Name and Signature of the Respective Functional Group Head	Date: (mm/dd/yyyy) ____/____/____
For New Request Only/ For Posting in Social Media Account		
Recommended by:	 ATTY. DIANA C. CAMACHO-MERCADO Director IV, ACTS Name and Signature of the ACTS Director	Date: (mm/dd/yyyy) ____/____/____
Approved by:	 USEC. MARLBANX SALCEDO Name and Signature of the ACTS Functional Group Head	Date: (mm/dd/yyyy) ____/____/____
For the ICT Infrastructure Management Division Only		
Received by:	_____	Date: (mm/dd/yyyy) ____/____/____
	Name and Signature	
Successfully Posted by:	_____	Date: (mm/dd/yyyy) ____/____/____
	Name and Signature	



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
REGION VI

April 26, 2023

REQUEST FOR QUOTATION
No. 2023-04-012

The Department of Budget and Management Regional Office VI, through its Bids and Awards Committee, intends to undertake **Shopping** under Section 52.1(b) of the Revised Implementing Rules and Regulations of Republic Act No. 9184 for the procurement of **FY 2023 2nd Quarter Common-Use Supplies**.

Name of Project		
Purchase of Common-Use Supplies		
Approved Budget for the Contract (PhP)		
Line Item No.	Product Name	Budget
1	Common Office Supplies	150,000.00
2	Common Computer/IT Supplies	110,000.00
3	Common Janitorial Supplies	59,000.00
4	Common Electrical Supplies	15,000.00
Area of Delivery	Department of Budget and Management Regional Office VI - 251-A General Hughes, St., Iloilo City	

Submission of closed/sealed quotation using the Price Quotation Form (Annex A) is not later than **4:00 p.m. of May 2, 2023**, at Division C, 1st Floor, DBM RO VI Old Building, 251-A General Hughes St., Iloilo City. Due to the non-availability of an online bidding facility, online or electronic submission and receipt of quotation is not allowed.

The following documents shall be submitted together with the quotation:

- Valid and current Mayor's Permit/Business Permit
- PhilGEPS Registration Number (Preferably indicated on the space provided in the attached Annex "A")

Any interlineations, erasures or overwriting in the closed/sealed quotation shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative/s.

Award of contracts shall be made per line item to the supplier with the lowest quotation and complies with the minimum description as stated above and other terms and conditions stated in the price quotation form (Annex "A").

The BAC Secretariat and their respective contact information are as follows:

1. Ms. Maritess G. Lumajen – telephone no. (033) 335-0354;
2. Mr. Stanley G. Superticioso – telephone no. (033) 337-2589; and
3. Mr. John Arnold C. Toribio - telephone no. (033) 335-0354.

Truly yours,


CECILE C. LACSON
OIC BAC Chairperson

PRICE QUOTATION FORM

Date

Department of Budget and Management
Regional Office VI
251-A General Hughes St., Iloilo City

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Item	Description	Unit	Qty	Unit Cost	Total Cost
1	COMMON OFFICE SUPPLIES	lot	1		
	Alcohol, 70% Isopropyl with Moisturizer, 500 ml	bottle	300		
	Ballpen, 0.5mm, black	piece	35		
	Ballpen, 0.5mm, blue	piece	35		
	Battery, Alkaline AA	piece	30		
	Battery, Alkaline, AAA	piece	20		
	Binder clip, backfold, extra-large (51mm)	box	10		
	Binder clip, backfold, large (32mm)	box	10		
	Bond paper, 8 1/2 x 11 3/4- A4 size, Substance 20	ream	125		
	Bond paper, 8 1/2 x 14-legal size, Substance 20	ream	90		
	Bond Paper, 8.5 x 13, substance 20	ream	5		
	Bond Paper, Yellow, A4, Substance 20	ream	10		
	Calculator, standard, AS-120V 12 Digits	piece	2		
	Correction Tape, disposable	piece	27		
	Envelope, brown, long	box	50		
	Envelope, brown, short	box	20		
	Envelope, expandable, paper, colored, long with string	piece	20		
	Envelope, mailing white with window, 500s	box	3		
	Expandable Folder (legal, hard, light green)	piece	200		

Item	Description	Unit	Qty	Unit Cost	Total Cost
	Expandable Folder (legal, hard, light red)	piece	30		
	Filling box, Magazine box, large with cover, green/maroon, legal	piece	30		
	Flash drive 8GB	piece	3		
	Glue, Multi-purpose, 130g	bottle	3		
	Folder, Tagboard, legal size, 100s/box (green)	piece	125		
	Folder, Tagboard, legal size, 100s/box (red)	piece	20		
	Glue, Multi-purpose, 130g	bottle	4		
	Index Tabs, Clear, 5 sets per box	box	30		
	Marking Pen, permanent, felt tip, bullet tip, 1.00 mm wide, Blue	piece	5		
	Marking Pen, permanent, felt tip, bullet tip, 1.00 mm wide, Black	piece	5		
	Marking Pen, whiteboard, felt tip, bullet tip, 1.00 mm wide, Black	piece	3		
	Marking Pen, whiteboard, felt tip, bullet tip, 1.00 mm wide, Blue	piece	2		
	Marking Pen, whiteboard, felt tip, bullet tip, 1.00 mm wide, Red	piece	2		
	PAPER CLIP, gem type, 33mm, 100s/box, UK	box	20		
	PAPER CLIP, gem type, 50mm, 100s/box, UK	box	35		
	Paper Fastener, plastic, 50 sets/box	box	6		
	Photopaper, glossy, A4, 10's	pack	2		
	Record Book, 500 pages/ 300 pages	book	4		
	Ruler, transparent, 1 foot	piece	4		
	Scissors, big, multi-purpose, 7 inches	pair	4		
	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	40		
	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	30		
	Stamp pad ink, black, 50ml	bottle	2		
	Stamp pad ink, blue, 50ml	bottle	2		
	Stamp pad ink, red, 50ml	bottle	2		
	Stamp pad ink, violet, 50ml	bottle	2		
	Stamp pad, long	piece	2		
	Staple wire standard #35,26/5, 6mm	box	10		
	Toilet Tissue, 12 rolls/pack	pack	70		

Item	Description	Unit	Qty	Unit Cost	Total Cost
	Tape, transparent, 24mm, 1-inch width, usable length of 50m	roll	10		
TOTAL					
2	COMMON COMPUTER/ IT SUPPLIES	lot	1		
	Canon Pixma IP 2770 Ink, 810 Black	piece	20		
	Canon Pixma IP 2770 Ink, 811 Colored	piece	20		
	Printer Ink (Epson L120 – Bk T6641)	bottle	20		
	HP 704 Black	ca	8		
	Mouse, wireless	piece	5		
	HP89A Toner	piece	2		
	Canon Pixma G1010 Ink, 790 BK	bottle	30		
	Canon Pixma G1010 Ink, 790 C	bottle	15		
	Canon Pixma G1010 Ink, 790 M	bottle	15		
	Canon Pixma G1010 Ink, 790 Y	bottle	15		
TOTAL					
3	COMMON JANITORIAL SUPPLIES	lot	1		
	Air Freshener, 320 ml	can	10		
	Dishwashing Liquid, 250 ml	bottle	30		
	Dishwashing Pad (Net sponge, 140 x 80 x 19 mm)	piece	20		
	Disinfectant Spray (340 gsm)	can	80		
	Furniture Cleaner, 330mL	can	25		
	Hand Wash, 225 ml	bottle	20		
	Insecticide, aerosol spray, water based 600ml	can	20		
	Laundry Detergent, 1 kg	pack	3		
TOTAL					
4	COMMON ELECTRICAL SUPPLIES	lot	1		
	LED Light Bulb, daylight, 11 watts	piece	100		
TOTAL					

NOTE: Evaluation and award of contracts shall be made **PER LINE ITEM**. Kindly indicate **"Not Applicable"** or **"NA"** to the "Total Cost" column corresponding the line item/s that is not applicable to the supplier.

(Amount in Words)

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

Truly yours,

Name and Signature of Representative

Name of Company and Tel. No.

PhilGEPS Registration No: _____