



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

**REQUEST FOR QUOTATION**  
**No. 23-004**

The **Department of Budget and Management (DBM)** through its **Administrative Service**, intends to procure **"Supply and Delivery of First Quarter Office Supplies (DBM Wide Requirements) Not Available at the DBM-Procurement Service"** 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~~ **RFQ** duly signed by your authorized representative **not later than** **FEB 01 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 facsimile or email at the address and contact numbers indicated below.

A copy of your 2023 **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 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<sup>2</sup> (GPPB-prescribed forms), Income/ Business Tax Return<sup>3</sup> (for ABC's above Php 500k)** 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>4</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>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

<sup>4</sup>Failure to submit the required documents on time, or a finding against the veracity thereof, shall be considered as a ground for disqualification.

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 First Quarter Office Supplies (DBM Wide Requirements) Not Available at the DBM-Procurement Service</b> - See attached for the detailed Technical Specifications	See attached Annex C			



<b><u>SCHEDULE OF REQUIREMENTS</u></b>		<b>Bidder's Statement of Compliance</b>
A.	<b>Supply and Delivery of First Quarter Office Supplies (DBM Wide Requirements) Not Available at the DBM-Procurement Service</b> - See attached for the detailed Schedule of Requirements	

<b><u>FINANCIAL OFFER</u></b>	
<b>Approved Budget for the Contract</b>	<b>Total Offered Quotation</b>
<b>Six Hundred Twenty Five Thousand Pesos only</b>  <b>(Php 625,000.00)</b>	In words: _____ _____ _____ _____  In figures: _____ _____ _____ _____

<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



**ANNEX C**

**Supply and Delivery of First Quarter Office Supplies (DBM Wide Requirements)  
Not Available at the DBM-Procurement Service**

Unit	Item Description	Quantity	Unit Cost	Total Cost
piece	Clearbook, A4, refillable, plastic,	100		
piece	Clearbook, legal, refillable, plastic,	100		
piece	Eraser, plastic/rubber, rectangular, 30s/box	200		
piece	Sign pen, liquid/gel, 0.5mm, black	300		
piece	Sign pen, liquid/gel, 0.5mm, blue	300		
piece	Sign pen, liquid/gel, 0.5mm, red	300		
pack	Battery, dry cell, AA, 1.5V, alkaline, 2 pieces/pack	200		
pack	Battery, dry cell, AAA, 1.5V, alkaline, 2 pieces/pack	200		
roll	Tape Masking, 24mm	300		
roll	Tape Masking, 48mm	300		
roll	Tape Packaging, 48mm	300		
roll	Tape Transparent, 24mm	300		
roll	Tape Transparent, 48mm	300		
box	Clip Backfold, 19mm, all metal, 12 pieces/box	1000		
box	Clip Backfold, 25mm, all metal, 12 pieces/box	500		
box	Clip Backfold, 32mm, all metal, 12 pieces/box	1000		
box	Clip Backfold, 50mm, all metal, 12 pieces/box	1000		
piece	Correction tape, single line tape, film base, 8m	1000		
piece	Data File Box, with closed ends, 125x230x400mm, chipboard 3mm thickness	500		
piece	Data Folder, 75x230x380mm, chipboard 2.5mm thickness, with finger ring and taglia lock	500		
box	Envelope, expanding, kraft, 380mm x 250mm, with string , 100s/box	100		
box	Fastener, metal, non-sharp edges	200		
set	File Tab Divider, A4, bristol board, 5 colors/set, 10 sets/pack	200		
set	File Tab Divider, legal, bristol board, 5 colors/set, 10 sets/pack	200		
piece	Magazine File Box, large, chipboard 3mm thick, back end open	100		
set	Marker, flourescent, flat, 3 assorted color	100		
piece	Marker, whiteboard, black, bullet type	100		
piece	Marker, whiteboard, blue, bullet type	100		
piece	Marker, whiteboard, red, bullet type	50		
box	Paper Clip, vinyl/plastic coated, 50mm, 100 pieces/box	1000		
box	Pencil, lead/graphite with eraser, 1 doz/box	500		
piece	Stamp Pad Felt	50		
pair	Scissor, symmetrical/asymmetrical, 160mm	500		
piece	Tape Dispenser, table top, heavy duty, 24mm wide, 75mm core	50		

**TOTAL PRICE:** \_\_\_\_\_

## ***Section VI. Schedule of Requirements***

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

<b>Item</b>	<b>Description</b>	<b>Quantity</b>	<b>Delivery Schedule</b>
1	Supply and Delivery of First Quarter Office Supplies (DBM Wide Requirements), not available at the DBM-Procurement Service	1 lot	Within fifteen (15) working days from receipt of Notice to Proceed to be delivered to the DBM – Administrative Service

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

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**Name of  
Company/Bidder**

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**Signature Over Printed Name of  
Representative**

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**Date**



## ANNEX A

## OFFICE SUPPLIES

Quantity	Unit	Item/s
100	piece	Clearbook, A4, refillable, plastic,
100	piece	Clearbook, legal, refillable, plastic,
200	piece	Eraser, plastic/rubber, rectangular, 30s/box
300	piece	Sign pen, liquid/gel, 0.5mm, black
300	piece	Sign pen, liquid/gel, 0.5mm, blue
300	piece	Sign pen, liquid/gel, 0.5mm, red
200	pack	Battery, dry cell, AA, 1.5V, alkaline, 2 pieces/pack
200	pack	Battery, dry cell, AAA, 1.5V, alkaline, 2 pieces/pack
300	roll	Tape Masking, 24mm
300	roll	Tape Masking, 48mm
300	roll	Tape Packaging, 48mm
300	roll	Tape Transparent, 24mm
300	roll	Tape Transparent, 48mm
1000	box	Clip Backfold, 19mm, all metal, 12 pieces/box
500	box	Clip Backfold, 25mm, all metal, 12 pieces/box
1000	box	Clip Backfold, 32mm, all metal, 12 pieces/box
1000	box	Clip Backfold, 50mm, all metal, 12 pieces/box
1000	piece	Correction tape, single line tape, film base, 8m
500	piece	Data File Box, with closed ends, 125x230x400mm, chipboard 3mm thickness
500	piece	Data Folder, 75x230x380mm, chipboard 2.5mm thickness, with finger ring and taglia lock
100	box	Envelope, expanding, kraft, 380mm x 250mm, with string , 100s/box
200	box	Fastener, metal, non-sharp edges
200	set	File Tab Divider, A4, bristol board, 5 colors/set, 10 sets/pack
200	set	File Tab Divider, legal, bristol board, 5 colors/set, 10 sets/pack
100	piece	Magazine File Box, large, chipboard 3mm thick, back end open
100	set	Marker, flourescent, flat, 3 assorted color
100	piece	Marker, whiteboard, black, bullet type
100	piece	Marker, whiteboard, blue, bullet type
50	piece	Marker, whiteboard, red, bullet type
1000	box	Paper Clip, vinyl/plastic coated, 50mm, 100 pieces/box
500	box	Pencil, lead/graphite with eraser, 1doz/box
50	piece	Stamp Pad Felt
500	pair	Scissor, symmetrical/asymmetrical, 160mm
50	piece	Tape Dispenser, table top, heavy duty, 24mm wide, 75mm core