



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

**REQUEST FOR QUOTATION**  
**No. 23-047**

The **Department of Budget and Management (DBM)** through its **Administrative Service**, intends to procure "**Procurement of Printing Services for the Learning and Development (L&D) Manual**" for FY 2023 in accordance with **Section 53.9** (Negotiated Procurement – Small Value Procurement) of 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 July 13, 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<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.

For any clarification, please contact us at telephone no. **(02) 8657-3300 local 3115** or email address at [resquinas@dbm.gov.ph](mailto:resquinas@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.

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>Procurement of Printing Services for the Learning and Development (L&amp;D) Manual</b> - <u>See attached detailed Technical Specifications</u>	<b>100 pieces</b>			

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

<b><u>SCHEDULE OF REQUIREMENTS</u></b>		<b><u>Bidder's Statement of Compliance</u></b>
A.	<b>Procurement of Printing Services for the Learning and Development (L&amp;D) Manual</b> - <i>See attached detailed Schedule of Requirements</i>	

<b><u>FINANCIAL OFFER</u></b>	
<b>Approved Budget for the Contract</b>	<b>Total Offered Quotation</b>
<b>Forty-six Thousand and Five Hundred Pesos Only</b>  <b>(Php46,500.00)</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 the 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 the 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

---

Position/Designation

---

Office Telephone No.

---

Fax/Mobile No.

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Email address/es

**Procurement of Printing Services for the Learning and Development (L&D) Manual  
Terms of Reference**

**I. BACKGROUND**

The procurement of digital printing services for the CDD's L&D Manual shall support the various activities of the ACTS-CDD in its continuous implementation of the PFMCP specifically in marketing and providing information related to PFM and the Competency Program to its targeted stakeholders.

The schedule of printing of the L&D manuals will be in August 2023.

**II. TECHNICAL SPECIFICATIONS**

ACTIVITY	PARTICULARS/DESCRIPTION
Procurement of Printing Services for the L&D Manual	Quantity: 100 pieces Page Size: 7.5" x 10" Color: Full color for cover pages and inside pages Cover: C2S 80 lbs Inside pages: C2S 80 lbs with gloss text and full color Binding: Perfect binding

**III. SCHEDULE OF REQUIREMENTS**

ACTIVITIES	TARGET DELIVERY
Submission of Printer's Proof	Within 10 working days after the receipt of digital file from the End User
Delivery of 100 pcs. of L&D Manual	Within 45 calendar days after the approval of the printer's proof

**IV. BUDGET**

The total proposed budget for the printing services contract is **FORTY SIX THOUSAND AND FIVE HUNDRED AND 0/100 CENTAVOS ONLY (Php 46,500.00)**.

**V. TERMS OF PAYMENT**

The Terms of Payment shall be as follows:

1. Full payment upon the complete delivery.
2. No payment shall be made except upon a certification by the End User's authorized representative that the 100 pieces of L&D Manual have been delivered as scheduled, that the same have been duly inspected and accepted.
3. Payment shall cover all costs (i.e., freight, brokerage, duties, taxes, etc.) attendance to the delivery of the Manuals.
4. 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 2023 General Appropriations Act.

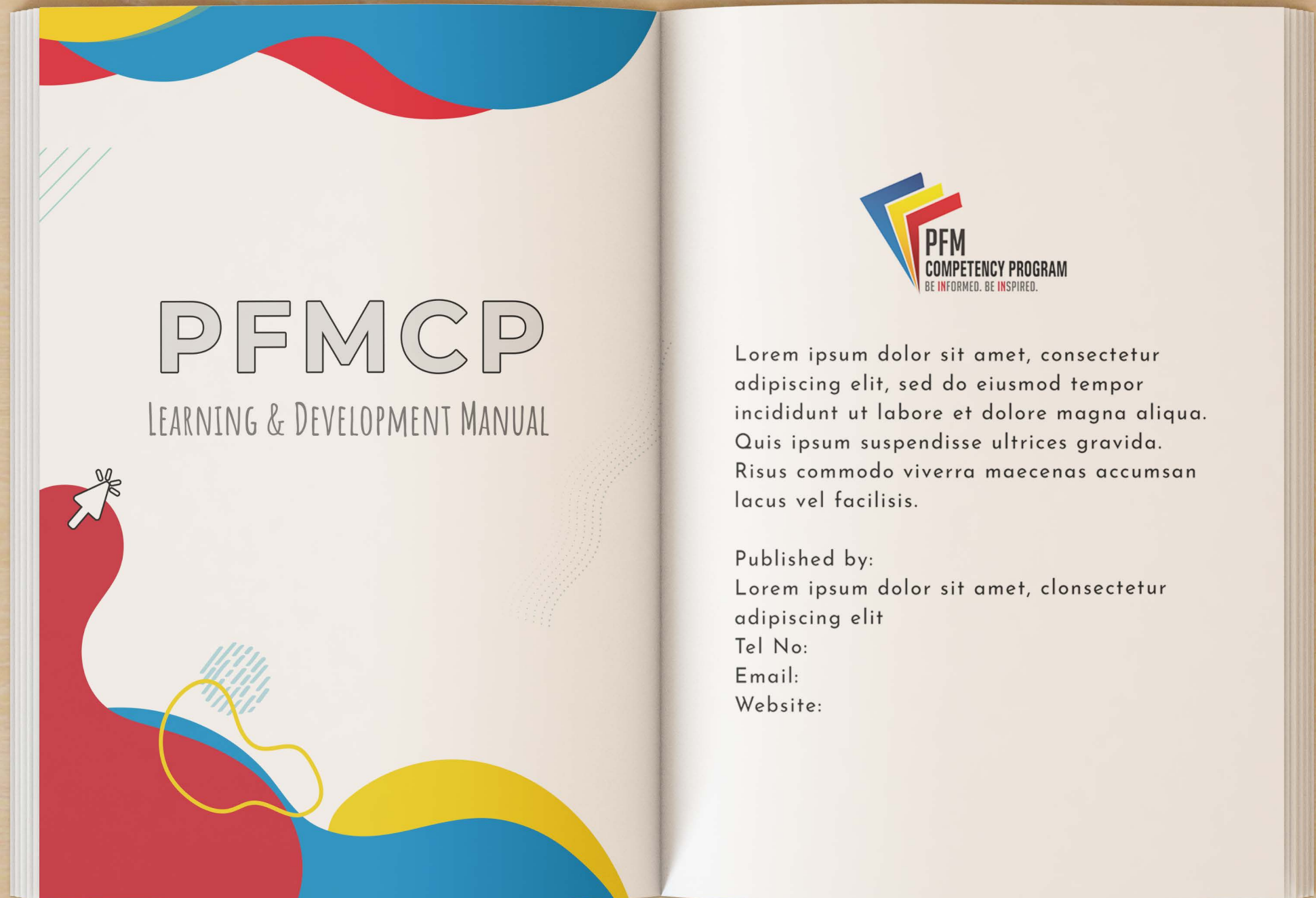
**TECHNICAL SPECIFICATIONS  
FY 2023 PPMP**

<b>Procurement of Printing Services for the Learning and Development (L&amp;D) Manual</b>	
<b>Particulars</b>	<b>Technical Specifications</b>
Procurement of Printing Services for the L&D Manual	Quantity: 100 pieces Page size: 7.5" x 10" Color: Full color for cover pages and inside pages Cover: C2S 80 lbs Inside pages: C2S 80 lbs with gloss text and full color Binding: Perfect binding

<b>Schedule of Requirements</b>	
<b>Description</b>	<b>Delivery Schedule</b>
Submission of Printer's Proof	Within 10 working days after the receipt of digital file from the End User
Delivery of 100 pcs. L&D Manual	Within 45 calendar days after the approval of the printer's proof



# MOCK-UP OF THE L&D MANUAL



# PFMCP

## LEARNING & DEVELOPMENT MANUAL



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**IMAGE**

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**SIGNATURE**

# INTRODUCTION

## WHAT IS PFM?

Public Financial Management (PFM) is the system by which public financial resources are planned, directed, and controlled to enable and influence the efficient and effective delivery of public service goals. (CIPFA, 2010)

In the Philippines, the PFM program aims to improve efficiency, accountability and transparency in public fund use in order to ensure the direct, immediate, substantial and economical delivery of public services especially to the poor.

In the bigger picture, our government envisions an integrated system that will cover all transactions and apply uniformly to all agencies, departments and offices. It seeks to clarify, simplify, improve and harmonize the government's financial management processes and information systems.

