



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

**REQUEST FOR QUOTATION**  
**No. 23-050**

The **Department of Budget and Management (DBM)** through its **Administrative Service**, intends to procure "**Procurement of the Offset Printing of DBM Custom Folders**" 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 the Offset Printing of DBM Custom Folders</b> - Please see detailed Technical Specification	<b>1,000 copies</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 the Offset Printing of DBM Custom Folders</b> - <i>Please see 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-seven Thousand Pesos only</b>  <b>(Php47,000.00)</b>	<p style="text-align: center;">In words: _____ _____ _____</p> <p style="text-align: center;">In figures: _____ _____ _____</p>

<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

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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

# PROCUREMENT OF THE OFFSET PRINTING OF DBM CUSTOM FOLDERS

## Terms of Reference


### A. BACKGROUND

The Department of Budget and Management (DBM) is mandated to promote the sound, efficient, and effective management and utilization of government services, through the timely submission of the Executive's proposed budget, among others. During the executive's submission, the legislative branch and the media are requesting for materials on the National Expenditure Program to better grasp its salient features and in turn raise public awareness. In line with this, a DBM custom pocket folder shall be produced to hold all these materials while also promoting the branding of the Department.

For the production, the DBM will need Offset Printing Services. The schedule of printing will be in July 2023.

### B. TECHNICAL SPECIFICATIONS

Offset Printing Services with the following specifications:

Particulars	Quantity	Size, Stock, and Color	Design
Custom pocket folder	1000 copies	<b>Size:</b> 9 x 13 inches <b>Paper:</b> C2S 220gsm Bi-fold, 1 pocket Off-set printed Glossy laminated 2-sided Print CMYK full color printing	  Please see large image below

### C. SCHEDULE OF REQUIREMENTS

Item/Description	Delivery Schedule
<b>Submission of Printer's Proof</b>	Within five (5) calendar days after receipt of digital file from DBM – ACTS
<b>Custom folder</b>	Full delivery of 1000 copies within fifteen (15) calendar days after the approval of the printer's proof

**D. BUDGET**

The total proposed budget for this printing services contract is **Php47,000.00**

<b>Item</b>	<b>Description</b>
<b>Terms of Payment</b>	Full payment upon the complete delivery; and Payment shall be subject to any applicable tax obligation/deduction.
<b>Funding Source</b>	The proposed budget shall be charged against available DBM funds under the FY 2023 General Appropriations Act.

*\*The estimated Approved Budget Cost (ABC) is the average price of the submitted quotation inclusive of 10% contingency*

# Design

