



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

REQUEST FOR QUOTATION
No. 24-026

The **Department of Budget and Management (DBM)** through its **Administrative Service**, intends to procure **"Supply and Delivery of Meeting Kits for the PEMNA B-CoP Meeting"** for FY 2024 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 March 14, 2024, 12:00 NN** 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 2024 **1. Business/Mayor's Permit, 2. PhilGEPS Registration Number, and 3. Omnibus Sworn Statement** (GPPB Prescribed form) **with attached Secretary's Certificate/Special Power of Attorney, whichever is applicable** 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, you may contact us at telephone no. **(02) 8657-3300 local 3115** or email address at estipona@dbm.gov.ph.

AARON ALBERTO A. ESCALONA
Chief Administrative Officer

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 of 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)
Supply and Delivery of Meeting Kits for the PEMNA B-CoP Meeting					
A	POLO SHIRT II. Scope of Work and Job Specifications: <ul style="list-style-type: none"> - Unisex - Rich cotton blend - Logo and text: Embroidered - Front and back (White) 	80 pieces			

B	<ul style="list-style-type: none"> - Color: Black - Small to extra-large with the following measurements: <table border="1" style="margin-left: 20px;"> <tr><td style="text-align: center;"><i>Size</i></td></tr> <tr><td>Small</td></tr> <tr><td>Medium</td></tr> <tr><td>Large</td></tr> <tr><td>X-Large</td></tr> <tr><td>2X-Large</td></tr> <tr><td>3X-Large</td></tr> </table> <ul style="list-style-type: none"> - The quantity for each shall be provided by the End-user unit (<i>To be determined</i>) after issuance of polo shirt sizes by the supplier. - Design and Logo: <i>See attached photo</i> 	<i>Size</i>	Small	Medium	Large	X-Large	2X-Large	3X-Large	80 pieces			
	<i>Size</i>											
Small												
Medium												
Large												
X-Large												
2X-Large												
3X-Large												
<p>LAPTOP BAG</p> <p>II. Scope of Work and Job Specifications:</p> <p>Material: Nylon</p> <ul style="list-style-type: none"> - Color: Black/Blue - Logo and Text: Digital Print - Size: Medium Size - Design and Logo: <i>See attached photo</i> 												

SCHEDULE OF REQUIREMENTS		Bidder's Statement of Compliance
A.	<p>Supply and Delivery of Meeting Kits for the PEMNA B-CoP Meeting</p> <ul style="list-style-type: none"> - Delivery date: March 22, 2024 - See attached Annex "C" for the other requirements 	

FINANCIAL OFFER	
Approved Budget for the Contract	Total Offered Quotation
<p>One Hundred Forty Eight Thousand Eight Hundred Pesos only</p> <p>(Php 148,800.00)</p>	<p style="text-align: center;">In words: _____</p> <p>_____</p> <p>_____</p> <p style="text-align: center;">In figures: _____</p> <p>_____</p> <p>_____</p>

<u>Payment Details:</u>	
<u>Payment Terms:</u>	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 an 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:

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

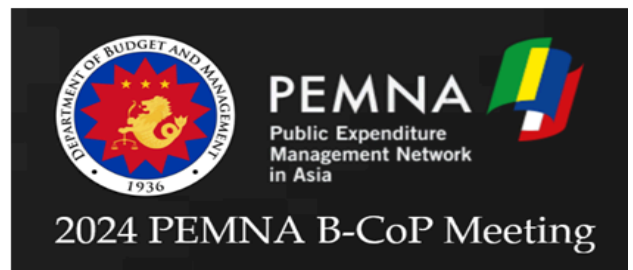
POLO SHIRT DESIGN



LOGO DESIGN



LAPTOP BAG DESIGN AND LOGO



III. Duties and Responsibilities of the Supplier:

1. Supply of labor and materials for the production and delivery of supplies listed in Section II (Scope of Work and Job Specifications).
2. Submit a sample of the agreed prototype to be signed by both parties for future reference (applicable for the meeting kits only, bags and polo shirt).
3. Submit the required sample/prototype within the prescribed schedule to be provided by the End-user Unit:

Deliverables	Timelines/Schedule
1 st sample/prototype	<i>To be provided by the End-user Unit</i> Note: DBM will provide its comments/suggested revision within two (2) calendar days from receipt of the 1 st sample.
2 nd sample/prototype, if applicable	<i>To be provided by the End-user Unit</i> Note: DBM will provide its comments/suggested revision within two (2) calendar days from receipt of the 2 nd sample.
Final submission of the approved sample/prototype, if applicable	<i>To be provided by the End-user Unit</i>
Delivery of Meeting Kits Completed	No later than 22 March 2024

4. Incorporate corrections and revisions in all prototypes raised by DBM.
5. Replace within seven (7) calendar days from the completion date of delivery any items deemed damaged/defective.

IV. Responsibilities of DBM

The Department of Budget and Management (DBM) shall have the following responsibilities:

1. Review and approve sample/prototype;
2. Monitor the contract and ensure adherence of the Supplier to the technical requirements of the TOR;
3. Receive all items that comply with the requirements;
4. Reject any item or any part thereof that fails to pass inspection;
5. Ensure processing of payment to the Supplier in accordance with Section VII of this TOR, and;
6. Warrant full responsibility in the implementation of the contract.

V. Mode of Procurement:

The mode of procurement shall be the under the existing rules and regulations of the Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184:

1) Meeting Kits : Small Value Procurement

VI. Payment Terms

One-time payment to the Supplier shall be made after completion of delivery of the meeting kits and issuance of the following:

1. Delivery Receipt (if applicable) and Billing Statement by the Supplier, and;
2. Certificate of Satisfactory Delivery/Acceptance issued by the DBM **OR** Inspection and Acceptance Receipt, whichever is applicable.

In order to assure that manufacturing defects shall be corrected, a warrant security shall be required from the Supplier for a period of three (3) months after acceptance of DBM of the delivered items.

The payment will be through Expanded Modified Direct Payment Scheme (Ex-MDPS) either by direct credit to the winning bidder's bank account maintained at Land Bank of the Philippines (LBP), or bank transfer in non-LBP accounts where corresponding bank charges shall be borne/paid by the payee.