



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

**REQUEST FOR QUOTATION**  
**No. 24-023**

The **Department of Budget and Management (DBM)** through its **Administrative Service**, intends to procure "**Publication of the Development Budget Coordination Committee's (DBCC) 50th Anniversary Commemorative Book**" 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** **FEB 27 2024 2:00 PM** 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 **Business/Mayor's Permit** 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 (GPPB-prescribed forms), Income/Business Tax Return<sup>1</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>2</sup>

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

  
**AARON ALBERTO A. ESCALONA**  
Chief Administrative Officer

<sup>1</sup>Manually filed tax returns or filed through the EFPS

<sup>2</sup>Failure to submit the required documents on time, or a finding against the veracity thereof, shall disqualify the supplier/service provider for award. In case the notice for the submission of post-qualification documents is sent via the bidder's email, it shall be considered as received by the bidder on the date and time the email was sent, whether or not the bidder acknowledged the said email. It shall be the bidder's responsibility to check its/his/her email for the purpose.

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)
A.	<p><b>Publication of the Development Budget Coordination Committee's (DBCC) 50th Anniversary Commemorative Book</b></p> <p>➤ Please refer to the attached Annex "C" Terms of Reference for the Project.</p>	<p><b>1 lot</b></p> <p><b>500 Copies</b></p>			

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\*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.	<p><b>Publication of the Development Budget Coordination Committee's (DBCC) 50th Anniversary Commemorative Book</b></p> <p>➤ <i>Please refer to the attached Annex "C" Terms of Reference for the Project.</i></p>	

<b><u>FINANCIAL OFFER</u></b>	
<b>Approved Budget for the Contract</b>	<b>Total Offered Quotation</b>
<p><b>Nine Hundred Fifty-Five Thousand Three Hundred Thirty-Four Pesos</b></p> <p><b>(Php 955,334.00)</b></p>	<p>In words: _____</p> <p>_____</p> <p>_____</p> <p>In figures: _____</p> <p>_____</p> <p>_____</p>

**Payment Details:**

<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 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:**

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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

**OFFSET PRINTING SERVICES  
DEVELOPMENT BUDGET AND COORDINATION COMMITTEE'S 50<sup>TH</sup> ANNIVERSARY  
COMMEMORATIVE BOOK**

**Terms of Reference**

**I. BACKGROUND**

The Department of Budget and Management (DBM) has committed to publish the **Development Budget and Coordination Committee's (DBCC's) 50<sup>th</sup> Anniversary Commemorative Book**. It is a publication that will serve as a comprehensive documentation of the DBCC's history, importance, and impact on the nation since its inception.

For this publication, the DBM will need **Offset Printing with Design and Layout Services**. The tentative schedule of design, layout and printing shall be from March to April 2024. The publication must be printed by May 6.

**II. TECHNICAL SPECIFICATIONS**

<b>Particulars</b>	<b>Technical Specifications</b>
Form	Commemorative/anniversary academic journal book with dust jacket
Quantity	500 copies
Size	7" x 10"
Inside pages	Maximum of 300 pages (excluding cover and flyleaf) Matte 120 lbs
Color	4/4 for inside pages Gold leaf emboss for Cover and Spine 4/0 with gold leaf emboss or stamping for sleeve jacket
Cover	Imitlin tela 125 gsm mounted on chipboard #30
Flyleaf	Imitlin tela 125 gsm No print
Book jacket	Diamond translucent 130 gsm; matte lam (front), plastic lam (back)
Binding	Perfect smythe sewn

### III. DESIGN AND LAYOUT

The scope of work shall include the development of at least two (2) design studies for the following, including up to three (3) revisions:

1. Book jacket;
2. Cover;
3. Inside pages; and
4. Spine.

The development of the design and layout shall be in accordance to the direction of the end-user.

The layout and production of the maximum 300 pages shall be in accordance with the approved design, including the production of charts and graphics, if any.

### IV. SCHEDULE OF REQUIREMENTS

<b>Item/Description</b>	<b>Delivery Schedule</b>
<b>Design Research/Alignment Meeting</b>	Within one (1) working day after the date of receipt of the Notice to Proceed
<b>Preliminary Design Studies/Style Guide</b>	Within three (3) working days after the Alignment Meeting
<b>Revisions of Approved Design Study</b>	Within three (3) working days after receipt of consolidated comments
<b>Submission of Book Jacket and Case Design</b>	Within three (3) working days after receipt of final text for book cover
<b>Revisions of Book Jacket and Case Design</b>	Within two (2) working days after receipt of consolidated comments
<b>Submission of Complete Layout (book cover, jacket, inside pages)</b>	Within ten (10) working days after receipt of final file of publication for layout
<b>Revisions of Reviewed Layout</b>	Within two (2) working days after receipt of consolidated comments
<b>Submission of Digital Proof</b>	Within two (2) working days after approval of the digital file



<b>Delivery of the DBCC's 50<sup>th</sup> Anniversary Commemorative Book</b>	First delivery: 300 copies Within ten (10) calendar days after the approval of the printer's proof Second delivery: 200 copies Within twenty (20) calendar days after the approval of the printer's proof
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**V. BUDGET**

The proposed budget for the offset printing with design and layout services contract is Php 955,334.00 inclusive of applicable taxes, pursuant to existing Philippine tax laws.

**VI. TERMS OF PAYMENT**

The Terms of Payment shall be as follows:

1. Full payment upon the complete delivery of the publication;
2. Payment shall be subject to any existing budgeting, accounting, and auditing rules and regulation.

**VII. FUNDING SOURCE**

The proposed budget shall be charged against available DBM funds under the FY 2023 General Appropriations Act.

Prepared by:



Digitally signed by  
 John E. Lansangan  
 Date: 2024.02.20  
 14:10:40 +08'00'

**JOHN E. LANSANGAN**

Information Officer V, ACTS

Approved by:



Digitally signed  
 by Margaux  
 Salcedo

**MARGAUX MARIE V. SALCEDO**

Undersecretary, ACES Group