



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

REQUEST FOR QUOTATION

The Department of Budget and Management (DBM), through its Administrative Service (AS), will undertake a Small Value Procurement for the "Materials to be used for Landscaping Project at DBM Building II" in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

- Name of Project** : "Materials to be used for Landscaping Project at DBM Building II"
- Approved Budget for** : "Eight Hundred Fifty Four Thousand Three Hundred Seventy Pesos"
(Php 854,370)
- Specifications** : See the attached Annex "A" for specifications
- Location** : G/F DBM Building III, Gen. Solano St., San Miguel, Manila
- Delivery Term** : Delivery date shall be on August 23, 2018

Interested suppliers are required to submit their valid and current Mayor's Permit, 2017 Income/Business Tax Return, PhilGEPs Registration Number, Omnibus Sworn Statement, and price quotation form (Annex "A") during submission of offer/quotation.

Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative/s.

Submission of quotation and eligibility documents is on or before 10:00 a.m. of **August 22, 2018** at the Administrative Service, Ground Floor, DBM Bldg. III, Gen. Solano St., San Miguel, Manila. Open submission may be submitted, manually or through facsimile at fax no. 735-1957.

For inquiry, you may contact us at tel. nos. 657-3300 local 3115 / 3117.

Very truly yours,


THEA MARIE CORINNE F. PALARCA
OIC-Director, Administrative Service

PRICE QUOTATION FORM

Date: _____

The Administrative Service
 Department of Budget and Management
 Ground Floor, DBM Bldg. III, Gen. Solano Street,
 San Miguel, Manila

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Description	Specification	Quantity	Unit Price	Total Price
Materials to be used for Landscaping Project at DBM Building II	Spatiphyllum ' Moana Loa' (500mm height)	36 pieces		
	Bromeliaceae ' Red Guzmania' (500mm height)	12 pieces		
	Nephrolepis obliterated (350mm height)	432 pieces		
	Bougainvillea spectabilis (500mm height; pink and white flowers)	948 pieces		
	Podocarpus macrophyllus (2,000mm/7ft height x 400mm spacing)	80 pieces		
	Podocarpus macrophyllus (600mm/2ft height x 400mm spacing)	150 pieces		
	Thunbergia grandiflora (1000mm height)	8 pieces		
	Gardenia augusta 'radicans' (400mm height x 350mm spacing)	60 pieces		
	Licuala grandis (700mm height x 500mm spacing)	81 pieces		
	Schefflera arboricola 'variegata' (500mm height x 400mm spacing)	100 pieces		
	White pebbles 1" diameter	5 bags		
	Cabuyao Garden soil	5 bags		
	Cubic Concrete Pot Specifications: Dimension: 350 x 350 x 650mm Color: Black Finish: Polished	16 pieces		

	Balcony Planter 1 Dimension: 790 x 190 x 190mm Color: Maroon Finish: Matte	316 pieces		
	Balcony Planter 2 Dimension: 300 x 190 x 190mm Color: Dark Brown Finish: Matte	240 pieces		
* Inclusive of Delivery and Installation				
Total (inclusive of VAT)				

(Amount in Words) _____

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

Very truly yours,

Name/Signature of Representative

Name of Company

Contact No.

TECHNICAL SPECIFICATIONS

Item	Technical Specifications	STATEMENT OF COMPLIANCE
	Materials to be used for Landscaping Project at DBM Building II	
36 pieces	Spatiphyllum ' Moana Loa' (500mm height)	
12 pieces	Bromeliaceae ' Red Guzmania' (500mm height)	
432 pieces	Nephrolepis obliterated (350mm height)	
948 pieces	Bougainvillea spectabilis (500mm height; pink and white flowers)	
80 pieces	Podocarpus macrophyllus (2,000mm/7ft height x 400mm spacing)	
150 pieces	Podocarpus macrophyllus (600mm/2ft height x 400mm spacing)	
8 pieces	Thunbergia grandiflora (1000mm height)	
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100 pieces	Schefflera arboricola 'variegata' (500mm height x 400mm spacing)	
5 bags	White pebbles 1" diameter	
5 bags	Cabuyao Garden soil	
16 pieces	Cubic Concrete Pot Specifications: Dimension: 350 x 350 x 650mm Color: Black Finish: Polished	
316 pieces	Balcony Planter 1 Specifications: Dimension: 790 x 190 x 190mm Color: Maroon Finish: Matte	
240 pieces	Balcony Planter 2 Specifications: Dimension: 300 x 190 x 190mm Color: Dark Brown Finish: Matte	

* Inclusive of Delivery and Installation	
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I hereby certify to comply with all the above Technical Specifications.

Name of Company/Bidder

Signature over Printed Name of
Representative

Date

SCHEDULE OF REQUIREMENTS

Item	SCHEDULE OF REQUIREMENTS	Quantity	Contract Duration
	The Bidder/Supplier shall provide the following needed for the project:		
A	Materials to be used for Landscaping Project at DBM Building II	1 Lot	Delivery Date shall be on August 23, 2018

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

Name of Company/Bidder

Signature over Printed Name of Representative

Date

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]*s authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. **Select one, delete the rest:**

If a sole proprietorship: I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ___ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No.02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government*

identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her _____ No. _____ issued on _____ at _____.

Witness my hand and seal this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. __, *[date issued]*, *[place issued]*

IBP No. __, *[date issued]*, *[place issued]*

Doc. No. ____

Page No. ____

Book No. ____

Series of ____