



REPUBLIC OF THE PHILIPPINES  
Department of Budget and Management  
Malacañang, Manila

## **ADMINISTRATIVE SERVICE**

### **REQUEST FOR QUOTATION**

The Department of Budget and Management (DBM), through its Administrative Service (AS), will undertake a Small Value Procurement for the "*Supply and Installation of Office/Door Signage, Rest Room and Utility Room Signage and Name Plates*", in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

- Name of Project : Supply and Installation of Office/Door Signage, Rest Room and Utility Room Signage and Name Plates
- Approved Budget for the Contract : One Hundred Fifty Thousand Pesos (P 150,000.00)
- Location : DBM Boncodin Hall, Buildings I & III, Gen. Solano St., San Miguel, Manila
- Delivery Date : Fifteen (15) working days from receipt of Purchase Order
- Warranty : One (1) year after acceptance by DBM of the delivered Goods on workmanship

Prospective bidders shall accomplish, provide correct and accurate information and submit the duly signed Price Quotation Form (Annex "A") together with their valid and current Mayor's Permit, DTI or SEC Registration Certificate and PhilGEPS Registration, not later than 5:00 p.m. on December 17, 2012. Open quotations may be submitted, manually or through facsimile at the Administrative Service (AS), General Services Division, G/F Mabini Hall, Malacañang, Manila with telephone nos. 735-4902/735-4921 and fax nos. 735-4979 and 735-1957.

Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of submission.

Award of contract shall be made to the lowest 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.

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.

The DBM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.

Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the deliverables not delivered within the prescribed period shall be imposed per day of delay. The DBM shall 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.

The DBM reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

For inquiry, you may contact Ms. Marissa A. Santos of the GSD-Procurement Unit at tel. nos. 735-4902 / 735-4921 or 490-1000 local 5001.

Very truly yours,

**(SGD.) ATTY. SOFIA C. YANTO**  
*Director, Administrative Service*

## PRICE QUOTATION FORM

\_\_\_\_\_  
Date

The Administrative Service  
Department of Budget and Management  
Mabini Hall, Malacanang, 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:

Qty	Description	Specification	Unit Price	Total Price
1	<b>A. Office Signage</b>	<b>Base Wood</b>		
1	1. Internal Audit Service	a. Walnut (dark brown) finish		
1	2. Corporate Planning and Reform Service	b. Simple, flat edges		
1	3. Finance and Management Service	c. Size: 3/8" thick x 4"W x 50"L		
1	4. Administrative Service	<b>Brass (2mm)</b>		
1	5. Training and Information Service	Letter cut out Monotype Corsiva		
1	6. Legal Service			
1	7. Systems and Productivity Improvement Bureau			
1	8. Fiscal Planning Bureau			
1	9. Organization, Position, Classification and Compensation Bureau			
1	10. Commission on Audit			
14	<b>B. Official's Door Signage</b>	<b>Base Wood</b>		
12	1. Director	a. Walnut (dark brown) finish		
	2. Assistant Director	b. Simple, flat edges		
		c. Size: 3/8" thick x 4"W x 50"L		
		<b>Brass (2mm)</b>		
		Letter cut out Monotype Corsiva		
	<b>C. Name Plate</b>			
	<b>Assistant Secretary:</b>	<b>Wooden Base –</b>		
1	1. Gil P. Montalbo	1/4"thick x 15/8"W x 22"		
1	2. Janet P. Abuel	<b>Embossed Brass Sheets</b>		
1	<b>Director:</b>	a. Rounder Edges of Brass Sheet		
1	3. Magdalena B. Aruta	b. Black Emboss (and with no boundary lines around the Sheet)		
1	4. Vilma P. Gorospe			
1	5. Teresita P. Gapac			
1	6. Sofia C. Yanto			

1	7. Virgina L. Follosco	c. Embossed Text Font: Monotype Corsiva (semi-script)			
1	8. Rowena Candice M. Ruiz				
1	9. Clotilde S. Lacsamana-Drapete				
1	10. Rolando U. Toledo				
1	11. Myrna S. Chua				
1	12. Soledad G. Doloiras				
1	13. Dolores E. Galura				
1	14. Lorenzo C. Drapete				
1	15. Carmencita P. Mahinay				
1	16. Teresita M. Salud				
	<b>Assistant Director:</b>				
1	17. Estrellita L. Layug				
1	18. Dante B. De Chavez				
1	19. Mary Anne Z. Dela Vega				
1	20. Evelyn G. Peralta				
1	21. Elena Regina S. Brillantes				
1	22. Jane V. Abella				
1	23. Amanella D. Arevalo				
1	24. Tessie C. Gregorio				
1	25. Emelita M. Bailon				
1	26. Mercedes P. Navarro				
1	27. Eligio S. Mendoza				
1	28. Edgardo M. Macaranas				
	<b>Common Rest Rooms:</b>				
5	1. Male		a. Black Embossed Symbol on Square Brass Plate		
5	2. Female				
2	3. PWDs			b. PWD Restroom - with embossed text saying "PWD" and use symbol	
1	Bids and Awards Committee Room		Same as Office Signage		
1	Library				
1	ENTRANCE	Font Size: 25 cm – 30 cm Black (must be reflectorized)			
1	EXIT				
		<b>GRAND TOTAL</b>			

(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