



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 *"Supply and Delivery of 700 reams of Plain Copy Paper, B4,"* in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

- Name of Project : Supply and Delivery of 700 reams of Plain Copy Paper, B4
- Approved Budget for the Contract : One Hundred Thirty Five Thousand Pesos (P135,000.00)
- Specifications : See the attached Annex "A" for specifications
- Location : G/F DBM Building III, Gen. Solano St., San Miguel, Manila
- Delivery Date : Within seven (7) calendar days from receipt of the Notice to Proceed

Interested suppliers are required to submit their valid and current Mayor's Permit and PhilGEPS Registration Certificate, and price quotation (Annex "A").

Submission of quotation and eligibility documents is on or before 3:00p.m. of July 7, 2015 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 nos. 735-4979 / 735-1957.

For inquiry, you may contact us at tel. nos. 735-4979 or 791-2000 locals 3114, 3115 & 3117.

Very truly yours,

ATTY. SOFIA C. YANTO
*Assistant Secretary and
Concurrent Director, Administrative Service*

PRICE QUOTATION FORM

 Date

The Administrative Service
 Department of Budget and Management
 Ground Floor, DBM Bldg. III, Gen. Solano St.,
 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 and Specifications	Qty	Unit	Unit Price	Total Price
1. Plain Copy Paper <ul style="list-style-type: none"> • 254mm x 356mm (Bd) • 70 gsm 	700	ream		
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.