



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 "Offset Printing Services for the DBM 80th Anniversary Souvenir Program," in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184. The details of the project/activity/program are as follows:

- Name of Project : Offset Printing Services for the DBM 80th Anniversary Souvenir Program
- Location : G/F DBM Building III, General Solano Street, San Miguel, Manila
- Specification : See the attached Annex "A" for the Schedule of Requirements and Annex "B" for the Technical Specifications
- Approved Budget for the Contract : Four Hundred Ninety Nine Thousand Two Hundred Pesos (P499,200.00)
- Delivery Date : Provision of the services shall start upon issuance of the Notice to Proceed and the delivery period indicated in the Schedule of Requirements (Annex "A")

Interested bidders shall accomplish, provide correct and accurate information, and submit the following attached documents: (i) Schedule of Requirements (Annex "A"); (ii) Technical Specifications (Annex "B"); Price Quotation Form (Annex "C"), together with their valid and current Mayor's Permit and PhilGeps Registration Certificate.

Submission of quotation and eligibility documents is on or before 5:00 p.m. of February 25, 2016. Open quotations may be submitted, manually or through facsimile at Administrative Service (AS), General Services Division, G/F DBM Building III, Gen. Solano St., San Miguel, Manila. TeleFax No. 735-4979

For inquiry, you may contact us at Tel. Nos. 735-4902 or 791-2000 local 3115.

Very truly yours,


ATTY. ANDREA CELESTE M. MAGTALAS
Director IV, Administrative Service

Schedule of Requirements

Bidders must state here either "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each "Requirement."

Description	Delivery of Schedule	Bidder's Statement of Compliance
Submission of Printer's Proof	Within three (3) calendar day after receipt of digital file from DBM- end user	
2016 DBM Souvenir Program	Full delivery within 20 calendar days after the approval of the printer's proof	

I hereby certify to comply and deliver all the above Schedule of Requirements.

Name of Company/Bidder

Signature over Printed Name
Of Representative

Date

Technical Specifications

Bidders must state here either "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each "Specification."

Publication Type	Quantity	Size	No. pages (w/o cover)	Stock and Color		Binding	Bidder's Statement of Compliance
				Cover	Inside		
DBM 80 th Anniversary Souvenir Program	1,200 copies	9" x 12" (landscape)	150 pages	Front and back – 4x4 C2S 120 lbs with matte and UV lamination on #30 paste board Spine – 1 color foil stamping (gold) 4x4 jacket to fit	4x4 matte C2S 100 lbs	Smythe-sewn hard bound	

I hereby certify to comply and deliver all the above Schedule of Requirements.

Name of Company/Bidder

Signature over Printed Name
Of Representative

Date

PRICE QUOTATION FORM

Date

The Administrative Service
Department of Budget and Management
Building 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 project: Offset Printing Services for the DBM 80th Anniversary Souvenir Program.

Specification	Quantity	Unit Cost	Total Price
See "Annex B"	1,200 copies		
TOTAL			

(Amount in Words)

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

Very truly yours,

Name of Company

Name/Signature of Representative

Contact No.