



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 Office Furniture*," in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : Supply and Delivery of Office Furniture  
Approved Budget for the Contract : Seven Hundred Thousand Pesos Only (Php700, 000.00)  
Specifications : See attached Technical Specifications  
Location : G/F DBM Building III, Gen. Solano St., San Miguel, Manila  
Delivery Date : See attached Schedule of Requirements

Interested suppliers are required to submit their valid and current Mayor's Permit, Income/Business Tax Return, PhilGEPS Registration Number, Notarized Omnibus Sworn Statement, Statement of Compliance, Schedule of Requirements and price quotation form (Annex "A") upon submission of quotation.

Award of contract shall be made to the bidder with 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 **3:00 p.m. of March 7, 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 inquiries, you may contact us at tel. nos. 735-4902 or 657-3300 local 3115.

Very truly yours,

  
**RYAN S. LITA**

*Director IV, 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	Specification	Quantity	Unit Price	Total Price
<b>Supply and Delivery of Office Furniture</b>	1. Conference Tables	16 units		
	2. Single Seater Sofa	2 Units		
	3. Two Seater Sofa	3 Units		
	4. Center Table	4 Units		
	5. Reception Desk	1 Unit		
	6. Conference Chairs	16 Units		
<b>Total (inclusive of VAT)</b>				
<i>Note: Please see attached Technical Specifications for the detailed requirements.</i>				

(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.

## ***Schedule of Requirements***

The delivery schedule expressed as weeks/months stipulates hereafter the date of delivery to the project site.

<b>Item</b>	<b>SCHEDULE OF REQUIREMENTS</b>	<b>Quantity</b>	<b>Contract Duration</b>
	The Contractor shall provide the following materials, tools and equipment, manpower, and supervision needed for the project:		
1	Conference Tables	16 Units	30 Calendar Days upon receipt of Notice to Proceed
2	Single Seater Sofa	2 Units	
3	Two Seater Sofa	3 units	
4	Center Table	4 units	
5	Reception Desk	1 unit	
6	Conference Chairs	16 units	

**Note:** The delivery schedule indicated herein may be modified by the DBM Administrative Service Director during contract implementation with prior notice, written or verbal, to the Supplier. The DBM may likewise imposes suspension of the project at any time during implementation, if necessary.

**I hereby certify to comply and deliver all the above 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."

<b>Item</b>	<b>Technical Specifications</b>	<b>Bidder's Statement of Compliance</b>
<b>1</b>	<b>Conference Tables</b>	
	<p><u>Table Top</u></p> <ul style="list-style-type: none"> <li>• Material: Bronze tempered glass</li> <li>• Color: Bronze</li> <li>• Finish of Edges: Beveled at front and rear</li> <li>• Thickness: ½"</li> <li>• Size: 1500mm x 800mm</li> </ul> <p><u>Frame</u></p> <ul style="list-style-type: none"> <li>• Material: Chrome plated Tubular Steel</li> <li>• Size: See illustration</li> <li>• Wall thickness of tubular steel: 3/16"</li> <li>• With adjustable rubber pad up to 1" (screw-in type)</li> <li>• Shall be horizontally leveled</li> <li>• Sturdy construction/connection</li> </ul>	
<b>2</b>	<b>Single Seater and Two Seater Sofa</b>	
	<ul style="list-style-type: none"> <li>• Finish: Acrylic-Poly-Cotton Fabric</li> <li>• Color: Black</li> <li>• Size: standard for single seater and two seater</li> <li>• Sofa cushion: Heavy Duty foam (one component)</li> <li>• Warranty for cushion: 5 years</li> <li>• Supporting Legs: Chrome plated steel</li> <li>• Design: See attached illustration</li> </ul>	
<b>3</b>	<b>Center Table</b>	
	<p><u>Table top</u></p> <ul style="list-style-type: none"> <li>• ½" Thick clear tempered glass with black glass stickers on edges same width as the wood frame</li> </ul>	

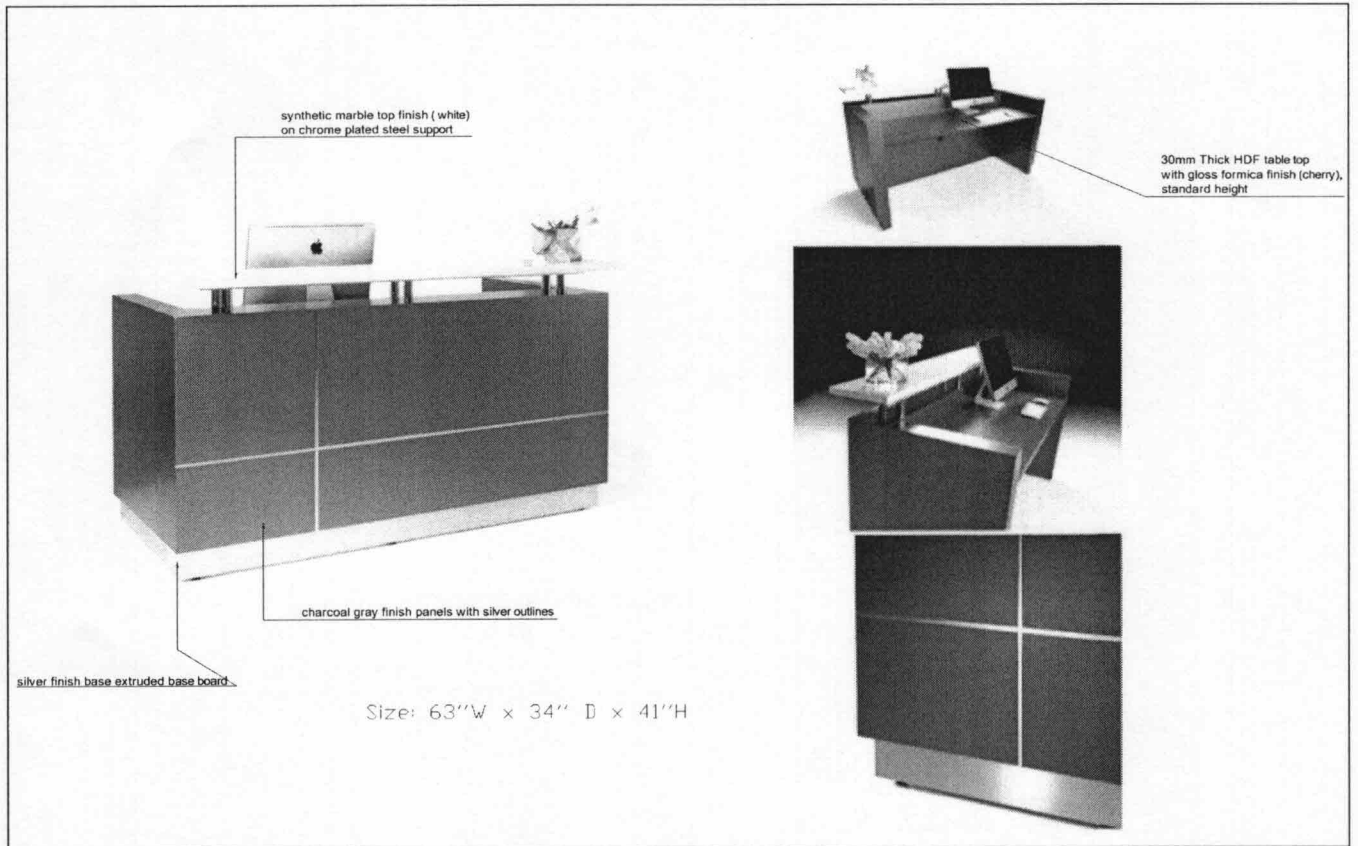
	<ul style="list-style-type: none"> <li>• Beveled on all edges</li> <li>• Size: 600mm x 600mm</li> </ul> <p><i>Frame</i></p> <ul style="list-style-type: none"> <li>• 100mm x100mm hard wood</li> <li>• Finish: Gloss</li> <li>• Color: Natural Oak</li> <li>• With 1" Thick magazine shelve under the glass, same finish as the frame</li> </ul>	
4	<b>Reception Desk</b>	
	<ul style="list-style-type: none"> <li>• For reference: See attached illustration</li> </ul>	
5	<b>Conference Chairs</b>	
	Same design and finish as existing at the OSEC Conference Room	

**I hereby certify to comply with all the above Technical Specifications.**

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature Over Printed Name of Representative

\_\_\_\_\_  
Date



A handwritten signature or set of initials in black ink, located in the lower right quadrant of the page.

## 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]* is 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 \_\_\_\_