



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 Construction Materials for the Expansion Project of the Central Records Division Receiving and Releasing Areas"* for **FY 2019**, in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.¹

- Name of Project** : *"Supply and Delivery of Construction Materials for the Expansion Project of the Central Records Division Receiving and Releasing Areas"*
- Approved Budget for the Contract (ABC)** : **One Hundred and Sixty One Thousand Pesos only**
(Php 161, 000.00)
- Specifications** : See the attached Annex "A" for specifications
- Location** : G/F DBM Building III, Gen. Solano St., San Miguel, Manila
- Delivery Term** : On or before December 18, 2019

Interested suppliers are required to submit their valid and current Mayor's Permit, Income/Business Tax Return (*for ABCs above Php500k*), PhilGEPS Registration Number, Omnibus Sworn Statement and Authority of Signatory, upon submission of quotation. PhilGEPS Platinum Membership may be submitted in lieu of the Mayor's/ Business Permit and the PhilGEPS Registration Number.

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 3 p.m. of November 27th, 2019* 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. 8735-4902 or 8657-3300 local 3115.

Very truly yours,

for: [Signature]
THEA MARIE CORINNE F. PALARCA
Director IV, Administrative Service *gm*

PRICE QUOTATION FORM

Supply and Delivery of Construction Materials for the Expansion Project of the Central Records Division Receiving and Releasing Areas

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:

SPECIFICATIONS	QUANTITY		Unit Price	Total Price
Metal Stud Vertical (3" x 10ft)	45	pieces		
Metal stud Horizontal (3" x 10ft)	45	pieces		
Blind Rivet 1/8" x 1" (100pcs/box)	7	boxes		
Metal Drill Bit 1/8" (Titanium)	20	pieces		
Masonry Drill Bit 1/8"	10	pieces		
Black Screw 1/4" x 1-1/2" with tox (100pcs/box)	7	boxes		
Finishing Nail 1-1/2"	5	kgs		
Tile Adhesive, Cement-based	10	sacks		
Granite Cutting Disk	10	pieces		

Tile Grout (Beige)	10	kgs		
Diamond Cutting Disk	10	pieces		
Silicon Sealant (Clear)	20	pieces		
Floor Tiles 60cm x 60cm (See Sample)	14	pieces		
Gravel	10	sacks		
Sieve Sand	10	sacks		
Hardiflex Board (4'x8' , 1/4" Thick)	25	pieces		
Flat Latex (White)	2	pails		
Semi-Gloss Latex (White)	4	pails		
Roller Paint (7" with thread)	6	sets		
Paint Brush 3"	6	pieces		
Paint Brush 1"	6	pieces		
Hanza Yellow (Latex Color)	2	quart		
Raw Sienna (Latex Color)	2	quart		
Venetian Red (Latex Color)	2	quart		
Lamp Black (Latex Color)	2	quart		
Cotton Round Rag	10	kgs		
Gypsum Putty ABC	6	gal		

Floor Sanding #100 (3m)	2	meters		
Sand Paper Waterproof #220	2	dozens		
Self-adhesive Fiberglass Mesh (50mmx76.20mtr/2 inx250ft)	10	rolls		
Skim Coat	2	bags		
Adjustable Paint Roller Handle	4	pieces		
PVC Pipe 1/2" dia. 8 ft long	7	pieces		
2"x4" Utility Box	5	pieces		
Junction Box	5	pieces		
Light Switch, 2 gang	3	pieces		
1"x4" Woodbase Board, 10 ft. Long	11	pieces		
1"x4" Wood Corner Moulding, 10 ft. Long	11	pieces		
Wooden Counter HDF, 30mm thick laminated finish	1	lot		
Acoustic Board (2ft x 4ft - 10pcs per box)	1	box		
Convenience Outlet, 3 gang 3 prong, flush type with cover	7	pieces		
THHN Wire #12	1	roll		
THHN Wire #14	1	roll		
Electrical Tape, (Big, Black)	5	rolls		

Fluorescent Light T5	4	pieces		
Aluminum frame door, analog, with HDF painted finish same color as the wall, complete accessories with emergency door release device on the inside (0.90m x 2.1m)	1	lot		

(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.

ANNEX "B"

TECHNICAL SPECIFICATIONS

Supply and Delivery of Construction Materials for the Expansion Project of the Central Records Division Receiving and Releasing Areas

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."

ITEMS & SPECIFICATIONS	QUANTITY		Bidder's Statement of Compliance
Metal Stud Vertical (3" x 10ft)	45	pieces	
Metal stud Horizontal (3" x 10ft)	45	pieces	
Blind Rivet 1/8" x 1" (100pcs/box)	7	boxes	
Metal Drill Bit 1/8" (Titanium)	20	pieces	
Masonry Drill Bit 1/8"	10	pieces	
Black Screw 1/4" x 1-1/2" with tox (100pcs/box)	7	boxes	
Finishing Nail 1-1/2"	5	kgs	
Tile Adhesive, Cement-based	10	sacks	
Granite Cutting Disk	10	pieces	
Tile Grout (Beige)	10	kgs	
Diamond Cutting Disk	10	pieces	
Silicon Sealant (Clear)	20	pieces	
Floor Tiles 60cm x 60cm (See Sample)	14	pieces	
Gravel	10	sacks	
Sieve Sand	10	sacks	

Hardiflex Board (4'x8' , 1/4" Thick)	25	pieces	
Flat Latex (White)	2	pails	
Semi-Gloss Latex (White)	4	pails	
Roller Paint (7" with thread)	6	sets	
Paint Brush 3"	6	pieces	
Paint Brush 1"	6	pieces	
Hanza Yellow (Latex Color)	2	quart	
Raw Sienna (Latex Color)	2	quart	
Venetian Red (Latex Color)	2	quart	
Lamp Black (Latex Color)	2	quart	
Cotton Round Rag	10	kgs	
Gypsum Putty ABC	6	gal	
Floor Sanding #100 (3m)	2	meters	
Sand Paper Waterproof #220	2	dozens	
Self-adhesive Fiberglass Mesh (50mmx76.20mtr/2 inx250ft)	10	rolls	
Skim Coat	2	bags	
Adjustable Paint Roller Handle	4	pieces	
PVC Pipe 1/2" dia. 8 ft long	7	pieces	
2"x4" Utility Box	5	pieces	
Junction Box	5	pieces	
Light Switch, 2 gang	3	pieces	
1"x4" Woodbase Board, 10 ft. Long	11	pieces	

1"x4" Wood Corner Moulding, 10 ft. Long	11	pieces	
Wooden Counter HDF, 30mm thick laminated finish	1	lot	
Acoustic Board (2ft x 4ft - 10pcs per box)	1	box	
Convenience Outlet, 3 gang 3 prong, flush type with cover	7	pieces	
THHN Wire #12	1	roll	
THHN Wire #14	1	roll	
Electrical Tape, (Big, Black)	5	rolls	
Fluorescent Light T5	4	pieces	
Aluminum frame door, analok, with HDF painted finish same color as the wall, complete accessories with emergency door release device on the inside (0.90m x 2.1m)	1	lot	

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

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

ITEM	DESCRIPTION	DELIVERY SCHEDULE
1	Supply and Delivery of Construction Materials for the Expansion Project of the Central Records Division Receiving and Releasing Areas	On or before December 18, 2019

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

Name of Company/Bidder

Signature over Printed Name of
Representative

Date

**CHECKLIST OF ELIGIBILITY AND TECHNICAL
DOCUMENTS FOR SUBMISSION**

Class "A" Documents

(1) **Legal Documents**

- PhilGEPS Registration Number
 - Mayor's/ Business Permit
Note: For individuals, only the BIR Certificate of Registration shall be submitted in lieu of Mayor's Permit.
 - Income/ Business Tax Return (For ABCs above P500K)

Note: PhilGEPS Platinum Certificate of Registration may be submitted in lieu of the Mayor's Permit and PhilGEPS Registration Number.

(2) **Technical Documents**

- Omnibus Sworn Statement
- Authority of the Signatory

Class "B" Documents

- JVA or the Duly Notarized Statement in accordance with Section 23.1(b) of the 2016 Revised IRR, if applicable.

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 ____