



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 "Printing and Delivery of Philippine Journal on Budget and Management," in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

- Name of Project : Printing and Delivery of Philippine Journal on Budget and Management
- Approved Budget for the Contract : Two Hundred Seven Thousand Pesos (P207, 000.00)
- Specifications : See Annex "B" for the Technical Specifications
- Location : G/F DBM Building III, Gen. Solano St., San Miguel, Manila
- Delivery Date : See Annex "C" for the Schedule of Requirements

Interested suppliers are required to submit their valid and current Mayor's Permit, 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 bidder with 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 **April 1, 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. 735-4902 or 657-3300 local 3115.

Very truly yours,


THEA MARIE CORINNE F. PALARCA
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	<i>Specification</i>	Quantity	Unit Price	Total Price
Printing and Delivery of Philippine Journal on Budget and Management	<ul style="list-style-type: none"> See Annex "B" for the Technical Specifications 	1,500 copies		
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.

Technical Specifications

I. BACKGROUND

The Department of Budget and Management (DBM) has committed to publish the Philippine Journal on Budget and Management to document the knowledge and expertise of DBM officials and staff on budgeting, governance and other areas of Philippine Public Financial Management (PFM). It also aims to chronicle and track the country's PFM growth and reform journey, consistent with the knowledge management thrust of the DBM.

II. TECHNICAL SPECIFICATIONS

Offset Printing Services with the following specifications:

Particulars	Quantity	Size	No. of pages (excluding cover)	Cover	Inside	Binding
Philippine Journal on Budget and Management	1,500 copies	6.5" x 9.5"	Max. of 100 (excluding cover) 4 colors	4 colors Matte board 180 lbs.	Matte 70 lbs. 4 x 4	Perfect Binding

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

Name of Company/Bidder

Signature Over Printed Name

Date

Schedule of Requirements

I. SCHEDULE OF REQUIREMENTS

Item / Description	Delivery Schedule
Submission of Printer's Proof	Within three (3) calendar days after receipt of the digital file from DBM – end user
Philippine Journal on Budget and Management	First delivery: 500 copies Within 10 calendar days after the approval of the printer's proof Second delivery: 1,000 copies Within 20 calendar days after the approval of the printer's proof

II. BUDGET

The proposed budget for this printing services contract is PHP207, 000.00

III. TERMS OF PAYMENT

The Terms of Payment shall be as follows:

1. Full payment upon the complete delivery;
2. Payment shall be subject to any applicable tax obligation/deduction.

IV. FUNDING SOURCE

The proposed budget shall be charged against available DBM funds.

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

Name of Company/Bidder

**Signature Over Printed Name
of Representative**

Date