



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**, intends to procure "**SUPPLY AND DELIVERY OF COMMON-USE SUPPLIES NOT AVAILABLE AT PROCUREMENT SERVICE FOR THE DBM CENTRAL OFFICE**" for CY 2021 in accordance with **Section 53.9** (Negotiated Procurement – Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than December 24, 2021, 2:00 p.m.** at the Administrative Service – Procurement Management Division, Ground Floor, DBM Bldg. III, General Solano St., San Miguel, Manila. Quotations may also be submitted through facsimile or email at the address and contact numbers indicated below.

A copy of your 2021 **Business/Mayor's Permit¹** and **PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. A valid Certificate of PhilGEPS Registration (Platinum Membership) may be submitted in lieu of the Mayor's/Business Permit.

The **Omnibus Sworn Statement² (GPPB-prescribed forms), Income/Business Tax Return³ (for ABC's above Php 500k)** will also be required to be submitted *prior to award*.

For any clarification, you may contact us at telephone no. **(02) 8657-3300 local 3115** or email address at eestipona@dbm.gov.ph.

AARON ALBERTO A. ESCALONA
OIC-Chief Administrative Officer

¹In case of recently expired Mayor's/Business permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment in accordance with item 6.2 of Government Procurement Policy Board (GPPB) Resolution No. 09-2020.

²In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the notarized Omnibus Sworn Statement shall be submitted after award of contract but before payment in accordance with item 6.3 of GPPB Resolution No. 09-2020.

³Manually filed tax returns or filed through the EFPS

Date: _____

Name of Company: _____

Address: _____

Name of Store/Shop: _____

Address: _____

TIN: _____

PhilGEPS Registration Number: _____

INSTRUCTIONS:

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

Sir/Madam:

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

TECHNICAL SPECIFICATION

1. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if the item being offered is for free.
2. Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each Specification.

Item	Description	Total Quantity	Bidder's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
A.	SUPPLY AND DELIVERY OF COMMON-USE SUPPLIES NOT AVAILABLE AT PROCUREMENT SERVICE FOR THE DBM CENTRAL OFFICE - See attached terms of reference for the complete technical specifications				

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

<u>SCHEDULE OF REQUIREMENTS</u>		<u>BIDDER'S STATEMENT OF COMPLIANCE</u>
A.	SUPPLY AND DELIVERY OF COMMON-USE SUPPLIES NOT AVAILABLE AT PROCUREMENT SERVICE FOR THE DBM CENTRAL OFFICE	Fifteen (15) calendar days upon receipt of Notice to Proceed

Unit	Item Description	Quantity	Unit Price	Total Price
bottle	STAMP PAD INK, purple or violet, 50ml (min)	17		
pack	CARTOLINA, assorted colors	2		
box	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	6		
piece	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	52		
reams	PAPER, MULTICOPY, 80gsm, size: 210mmx297mm	703		
reams	PAPER, Multi-Purpose (COPY) Legal, 70gsm	255		
pad	PAPER, PAD, ruled, size: 216mm x 330mm (?2mm)	20		
roll	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	9		
book	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	45		
pack	BATTERY, dry cell, D, 1.5 volts, alkaline	3		
box	STAPLE WIRE, for heavy duty staples, (23/13)	15		
roll	TAPE, ELECTRICAL, 18mm x 16M min	9		
roll	TAPE, PACKAGING, width: 48mm (1mm)	13		
roll	TWINE, plastic, one (1) kilo per roll	18		
piece	RULER, plastic, 450mm (18"), width: 38mm min	19		
box	CLIP, BLACKFOLD, all metal, clamping: 50mm (-1mm)	191		
piece	DATA FOLDER, made of chipboard, taglia lock	450		
box	ENVELOPE, DOCUMENTARY, for A4 size document	1		
box	ENVELOPE, DOCUMENTARY, for legal size document	10		
box	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	12		
piece	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	7		
box	ENVELOPE, mailing, white, 70gsm	6		
box	ENVELOPE MAILING, white, with window	16		
piece	FILE ORGANIZER, expanding, plastic, 12 pockets	12		
pack	FOLDER, L-TYPE, PLASTIC, for A4 size documents	34		
pack	FOLDER, L-TYPE, PLASTIC, for legal size documents	19		
pack	FOLDER, TAGBOARD, for A4 size documents	10		
pack	FOLDER, TAGBOARD, for legal size documents	11		
box	INDEX TAB, self-adhesive, transparent	23		
piece	MAGAZINE FILE BOX, LARGE size, made of chipboard	6		
set	MARKER, FLOURESCENT, 3 assorted colors per set	62		
piece	MARKER, PERMANENT, bullet type, black	38		
piece	MARKER, PERMANENT, bullet type, blue	40		
piece	MARKER, PERMANENT, bullet type, red	25		
box	PENCIL, lead, w/ eraser, wood cased, hardness: HB	17		
box	RUBBER BAND, 70mm min lay flat length (#18)	19		
piece	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	1		
piece	CUTTER BLADE, for heavy duty cutter	3		
piece	PENCIL SHARPENER, manual, single cutter head	5		
piece	STAPLER, STANDARD TYPE, load cap: 200 staples min	6		
piece	TAPE DISPENSER, TABLE TOP, for 24mm width tape	6		
unit	DRUM CART, BROTHER DR--3455	7		
cart	TONER CART, BROTHER TN-3320, Black	4		
cart	TONER CART, BROTHER TN-3350, Black, for HL5450DN	10		
piece	CLEARBOOK, 20 transparent pockets, for A4 size	20		
piece	CLEARBOOK, 20 transparent pockets, for legal size	30		
piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	71		
piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	143		
piece	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	34		

<u>FINANCIAL OFFER</u>	
Approved Budget for the Contract	Total Offered Quotation
<p>Five Hundred Fifty Thousand and Fifteen Pesos only</p> <p>(Php 550, 015.00)</p>	<p>In words: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>In figures: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>

<u>Payment Details:</u>	Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user.
Banking Institution	
Account Number	
Account Name	
Branch	

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of *sixty (60) calendar days* from the date of submission of quotation.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The DBM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DBM shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
10. **Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.**
11. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DBM **may** rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

12. In compliance with Section 4.3 of Appendix 33 of the 2016 Revised IRR of RA No. 9184 and consistent with Administrative Order No. 34, s. of 2020, the DBM shall publish in its official website and social media platform the following post-award information:

- a) Project name;**
- b) Approved budget for the contract;**
- c) Contract period;**
- d) Name of the winning bidder and its official business address;**
- e) Amount of contract awarded;**
- f) Date of Award and Acceptance;**
- g) Implementing office/unit/division/bureau of the concerned agency or instrumentality.**

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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 or authorized representative 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, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[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 to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

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:] The owner or sole proprietor is 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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing 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.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20___ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]