



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)** – Bids and Awards Committee (BAC) through its **Administrative Service - Procurement Management Division**, will undertake a Small Value Procurement for the **Supply and Delivery of DBM Jackets** for FY 2021 in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item described herein, **subject to the Terms and Conditions** provided at the fifth page of this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative **not later than April 16, 2021, 2:00 P.M.** at the Administrative Service, Ground Floor DBM Bldg. III, General Solano St., San Miguel, Manila. Open submission may be submitted, manually or through email at mcadiz@dbm.gov.ph.

A copy of your **2021 Business/Mayor's Permit¹** and **PhilGEPS Registration Number** are required to be submitted along with your quotation/proposal.

An **Omnibus Sworn Statement²** and **Latest Income Tax Return** shall also be required prior to award.

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

JOYCE D. LABAO

OIC- Chief Administrative Officer,
Procurement Management Division

☒ *Subscribing*

Reported by the Chairman of BAC

[Signature]

¹ In 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.

² In 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.

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.

Bidder's 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.

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:

Supply and Delivery of DBM Jackets				
TECHNICAL SPECIFICATIONS	Quantity	Bidder's Statement of Compliance	Unit Price	Total Cost
See attached Annex "A" for the Technical Specifications.	1,180 pieces			

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

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

Supply and Delivery of DBM Jackets				
Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Supply and Delivery of DBM Jackets			
	- Prototype/Sample	1	1	8 working days upon receipt of NTP
	- XS to 5XL	Quantity per size shall be provided after issuance of Notice to Proceed (NTP)	1,180 pcs.	1 st delivery (590 pcs) – 30 working days upon receipt of DBM approved prototype/sample Final delivery (590 pcs) 30 working days after the 1 st delivery

FINANCIAL OFFER:

Please quote your **best offer** for the item below. Please do not leave any blank items.

Indicate "**0**" if item being offered is for free.

Supply and Delivery of DBM Jackets	
Approved Budget for the Contract	Total Offered Quotation
Nine Hundred Forty-four Thousand Pesos (PhP944,000.00)	In words: _____

	In figures: _____

Payment Details:

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 *thirty (30) calendar days* from the date of submission.
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 GPPB-TSO 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 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 shall 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.

Signature over Printed Name

Position/Designation

TECHNICAL SPECIFICATIONS



Bidders must state here either "Comply" or "Not Comply" for each Specification. Statements of "Comply" or "Not Comply" must be supported by evidence and cross-referenced to that evidence.

Evidence shall be in the form of (any of the following):

- manufacturer's un-amended sales literature,
- unconditional statements of specification and compliance issued by the manufacturer
- samples,

A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Quotation under evaluation liable for rejection.

A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.

Item	Specification		Statement of Compliance
1	Collar	With collar	
2	Fabric	Microfiber. Interested suppliers are required to check the sample fabric at DBM office	
3	Side pockets	2 side diagonal slip pockets	
4	Inner pocket	4.2 inches, Upper left	
5	Color	Navy blue (#58) Interested suppliers are required to check the actual shade at DBM office	
6	sleeve	With non-rust snap button. 	
7	shoulder	Please see picture. 	

8	Logo	Embroidered, Upper Left, 3 inches Pls. see attached layout Color – Pantone 7687C (blue)/R40 G56 B128 Pantone 76221C (red)/R174 G28 B33 Pantone 122C (golden yellow)/ R255 G208 B70 Pantone 135C (gold)/R253 G190 B79					
9	Size		CHEST	BODY LENGTH	SLEEVE LENGTH		
		XS	18.5"	24.5"	22"		
		S	19.5"	26.5"	23"		
		M	20.5"	28.5"	24"		
		L	21.5"	29.5"	25"		
		XL	22.5"	30.5"	26"		
		2XL	24"	31"	27"		
		3XL	25"	31.5"	28"		
		4XL	26"	32.5"	29"		
		5XL	27"	33"	30"		
10	Inner lining	Cupro or any similar fabric					
11	Jacket shall be free from defects that affect appearance						
12	Jacket shall be free from marks, stains, and spots incurred during marking						
13	Stitches shall be free from twists, crinkles and shrinkages						
14	All ends of sewing shall be trimmed, loose threads shall be removed						
15	All delivered jackets shall be of uniform color and finish						
16	Supplier shall submit prototype 8 working days upon receipt of NTP for approval of DBM						

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

Name of Company/Bidder

Signature over Printed Name of
Representative

Date