



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 "**PROCUREMENT OF MATERIALS AND SUPPLIES FOR THE INSTALLATION OF DRY WALL PARTITION IN 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 November 3, 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 Permit**¹ 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 Statement**² (GPPB-prescribed forms), **Income/ Business Tax Return**³ (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.	PROCUREMENT OF MATERIALS AND SUPPLIES FOR THE INSTALLATION OF DRY WALL PARTITION IN THE DBM CENTRAL OFFICE - See attached sheet for the technical specifications and please input price per items	1 lot			

*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.	PROCUREMENT OF MATERIALS AND SUPPLIES FOR THE INSTALLATION OF DRY WALL PARTITION IN THE DBM CENTRAL OFFICE	Fifteen (15) days upon receipt of the Notice to Proceed	

Technical Specification

"Annex A"

Description	Qty	Units
Gypsum Board Ordinary 1/2"(12mm) x 4' x 8'	90	Pcs
Marine plywood 1/4" (5mm-6mm) x 4' x 8'	6	Pcs
Metal Stud (for vertical and horizontal) ga#24(0.5mm) 3"x10ft	340	Pcs
Metal Track (for horizontal) ga#24 (0.5mm) 3"x10ft	70	pcs
Metal Black Screw ms #6 x 1" long (1000pcs per box)	20	Box
Metal Black Screw ms # 6 x 1-1/2" long (1000pcs per box)	20	Box
Blind rivet 3/16" x 1 " long	4800	Pcs
Metal screw with tox ms #10 x 1 1/2" long	1410	Pcs
Metal Drill bit 3/16" (Titanium)	20	Pcs
Metal Drill bit 1/8" (Titanium)	20	Pcs
Masonry drill bit 3/16"	15	Pcs
Masonry drill bit 1/8"	15	Pcs
Door Jamb 10cm x 210cm x 80cm (wood)	3	Pcs
Door Jamb 10cm x 200cm x 80cm (wood)	2	Pcs
Panel Door 5cm x 80cm x 210cm (wood)	2	Pcs
Panel Door 5cm x 80cm x 200cm (wood)	2	Pcs
Door Knob (Cylindrical Stainless Steel Matt and Knob diameter : 50 mm)	4	Pcs
Loose pin hinges 3-1/2" heavy duty	16	Pcs
Kin Dry wood 2" x 3" x 8'	30	Pcs
Finishing Nail 1 1/2"	5	Kgs
Common Wire Nail 3"	2	Kgs
Common Wire Nail 2"	2	Kgs
Self adhesive, fiber mesh 50mm x 76mm x 20mtr /2in x 250 ft	28	Rolls
1"x 4" woodbase board 10ft long	20	Pcs
Silicon sealant (Clear)	40	Pcs
Floor Tiles 60cm x 60cm Color same as existing	40	Pcs
Sieve sand	25	Sacks
Tile Adhesive per 25 kgs	5	Bags
Tile Grout (Beige) per 2kgs	5	Bags

Diamond Cutting Disk 4"	10	Pcs
Flat Latex (White)	5	Pails
Semi Gloss Latex (White)	9	Pails
Roller Paint 7" with handle	17	Pcs
Paint Brush 3"	20	Pcs
Paint Brush 1"	20	Pcs
Cotton Round Rag	25	Kgs
Gypsum Putty	8	Gal
Skim coat	7	Bags
Adjustable paint roller handle	12	Pcs
Sand paper waterproof #220	74	Pcs
Floor sanding #100 (3mtr)	22	Pcs
Hanza Yellow, (Latex Color)	5	Quarts
Raw Siena, (Latex Color)	5	Quarts
Venetian Red, (Latex Color)	5	Quarts
Lamp Black, (Latex Color)	5	Quarts
Wood varnish (Maple Color)	10	Gal
PVC Orange Flexible hose 1/2"	100	Mtr
PVC Utility Box 2"x4"	15	Pcs
PVC Junction Box 2" x 4" x 4"	5	Pcs
Light switch 2 gang	2	Pcs
Light switch 1 gang	2	Pcs
Convenience outlet 2 gang 3 prong	10	Pcs
Electrical Tape Big	15	Pcs
THHN Wire #14	2	Rolls
THHN Wire #12	1	Roll
Acoustic Board 60cm x 60cm x 12mm	40	Pcs
Fluorescent Light double T5-16W with lover housing recessed	8	Sets
PVC Clamp orange electrical line 1/2" with nail	100	Pcs

Schedule of Requirements

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

Item	Description	Delivery Schedule
1	Supply and delivery of maintenance materials and supplies for the repair of dry wall partition at DBM Central Office	15 days upon receipt of NTP



FINANCIAL OFFER

Approved Budget for the Contract	Total Offered Quotation
Three Hundred Twenty Six Thousand One Hundred and Fifty Eight Pesos only (Php 326,158.00)	In words: _____ _____ _____ In figures: _____ _____ _____

<i>Payment Details:</i>	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]