Republic of the Philippines
DEPARTMENT OF BUDGET AND MANAGEMENT
General Solano Street, San Miguel, Manila

REQUEST FOR QUOTATION
No. 22-022

The **Department of Budget and Management (DBM)** through its **Administrative Service**, intends to procure "**Supply and Delivery of Office Supplies - Time Stamp Ribbon**" for CY 2022 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** March 18, 2022, **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 2022 **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

[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.

[3]Manually 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 Office Supplies - Time Stamp Ribbon** - Time Stamp Ribbon for Unica Model TS350	**50 pcs**			

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

SCHEDULE OF REQUIREMENTS			BIDDER'S STATEMENT OF COMPLIANCE
A.	**Supply and Delivery of Office Supplies - Time Stamp Ribbon**	Seven (7) calendar days upon receipt of NTP	

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FINANCIAL OFFER	
Approved Budget for the Contract	**Total Offered Quotation**
Forty Thousand Pesos only **(Php 40,000.00)**	In words: _____ _____ _____ _____ In figures: _____ _____ _____ _____

Payment Details:	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

Section VII. Technical Specifications

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".

Item	Specifications	Bidder's Statement of Compliance
I	Time Stamp Ribbon for UNICA Model TS350	

I hereby certify to comply with all the above Technical Specifications

Name of Company/Bidder	Signature Over Printed Name of Representative	Date

HR

Section VI. Schedule of Requirements

The delivery schedule stipulates hereafter the date of delivery to the project site.

Item	Description	Quantity	Delivery Schedule
I	Time Stamp Ribbon for UNICA Model TS350	50 pcs	7 calendar days upon receipt of NTP

I hereby certify to comply and deliver all the above requirements

_____	_____	_____
Name of Company/Bidder	***Signature Over Printed Name of Representative***	**Date**

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