



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
General Solano Street, San Miguel, Manila

**REQUEST FOR QUOTATION**  
**No. 23-063**

The **Department of Budget and Management (DBM)** through its **Administrative Service**, intends to procure "**Procurement of Printing Services for the Integrated Financial Management Information System (IFMIS) Roadmap Publication**" for FY 2023 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 attached Annexes A and B (Terms and Conditions)**, provided as part of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than** September 14, 2023, 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 the email address indicated below.

A copy of your **2023 Business/Mayor's Permit** and **PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. A **valid and updated** PhilGEPS Registration Certificate (Platinum Membership) (**all pages**) may be submitted in lieu of the Mayor's/Business Permit.

The Supplier/Service Provider with the Single/Lowest Calculated Quotation shall submit its **Omnibus Sworn Statement (GPPB-prescribed forms), Income/Business Tax Return<sup>1</sup> (for ABC's above Php 500k)** within a non-extendible period of five (5) calendar days from receipt of the notice from the Administrative Service that it submitted the Single/Lowest Calculated Quotation.<sup>2</sup>

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

  
**AARON ALBERTO A. ESCALONA**  
Chief Administrative Officer

<sup>1</sup>Manually filed tax returns or filed through the EFPS

<sup>2</sup>Failure to submit the required documents on time, or a finding against the veracity thereof, shall disqualify the supplier/service provider for award. In case the notice for the submission of post-qualification documents is sent via the bidder's email, it shall be considered as received by the bidder on the date and time the email was sent, whether or not the bidder acknowledged the said email. It shall be the bidder's responsibility to check its/his/her email for the purpose.

Date: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Store/Shop: \_\_\_\_\_

Address: \_\_\_\_\_

TIN: \_\_\_\_\_

PhilGEPS Registration Number: \_\_\_\_\_

**INSTRUCTIONS:**

- (1) Accomplish this Request for Quotation (RFQ) correctly and accurately.
- (2) The use of this RFQ is highly encouraged to minimize errors or omissions of the mandatory provisions.  
  
If a different form is used other than the RFQ, the quotation shall contain all the mandatory provisions, including manifestation on the agreement with the Terms and Conditions below.  
  
In case a prospective supplier or service provider submits a filled-out RFQ with a supporting document (i.e., price quotation in a different format), both documents shall be considered unless there is any discrepancy. In this case, provisions in the RFQ shall prevail.
- (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.	<b>Printing Services for the Integrated Financial Management Information System (IFMIS) Roadmap Publication</b>  <i>- Please see the attached ANNEX C. for the detailed Technical Specifications</i>	1,000 copies			



	<b>Note:</b> Please be advised that the attached Sample Design/Layout is subject to change and that the FINAL design/layout will be available during the contract implementation.				
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\*The above quoted prices are inclusive of all costs and applicable taxes.

<b><u>SCHEDULE OF REQUIREMENTS</u></b>		<b>Bidder's Statement of Compliance</b>
<b>A.</b>	<b>Printing Services for the Integrated Financial Management Information System (IFMIS) Roadmap Publication</b> - Please see the attached Annex C. for the detailed Schedule of Requirements	

<b><u>FINANCIAL OFFER</u></b>	
<b>Approved Budget for the Contract</b>	<b>Total Offered Quotation</b>
<b>Four Hundred Thousand Pesos Only</b>  <b>(Php400,000.00)</b>	In words: _____
	_____
	_____
	In figures: _____
	_____
	_____

<b><u>Payment Details:</u></b>	
<b><u>Payment Terms:</u></b>	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, subject to other payment terms as prescribed in this RFQ.
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. 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, subject to other payment terms as prescribed in this RFQ.
12. 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.

13. 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.

**CONFORME:**

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Signature over Printed Name

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Position/Designation

---

Office Telephone No.

---

Fax/Mobile No.

---

Email address/es



## DETAILED TECHNICAL SPECIFICATIONS

### 1. PROJECT TITLE

Procurement of Printing Services for the Integrated Financial Management Information System (IFMIS) Roadmap Publication

### 2. OBJECTIVE

The objective of the procurement of printing services for the IFMIS Roadmap publication is to spread awareness of the digitization initiatives of the Department of Budget and Management (DBM) in support of the directives of the current administration towards digitalization. It involves the production and reproduction of a comprehensive document outlining the strategic plan and implementation framework for the IFMIS. The IFMIS Roadmap serves as a guiding document that outlines the goals, objectives, and strategies for the successful implementation of an integrated financial management system within the entire bureaucracy.

### 3. TECHNICAL SPECIFICATIONS

Specifications						
Offset Printing Services with the following specifications:						
Publication	Qty	Size	No. of pages	Cover	Inside	Binding
IFMIS Roadmap	1000 copies	8.5"x11"	Max of 200 pages	Color: 4 x 4 Paper: C2S 180 lbs. with one side matte lamination	C2S 70 lbs. 4 x 4	Binding: Saddle stitch

### 4. SCHEDULE OF REQUIREMENTS

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

Item	Description	Quantity	Delivery Schedule
1	Integrated Financial Management Information System (IFMIS) Roadmap Publication (English)		
	A. Submission of Printer's Proof	1 copy	Printer's Proof must be submitted 15 calendar days upon issuance of the Notice to Proceed (NTP)

Digitally signed  
by Maria  
Francesca M.  
Del Rosario

Sheryll  
Grace S.  
Aromin

	B. IFMIS Roadmap	1000 copies (bulk)	Copies should be delivered within 30 calendar days upon approval of the Printer's proof
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## 5. DURATION OF THE PROJECT

The duration of the project Printing Services for the Integrated Financial Management Information System (IFMIS) Roadmap Publication shall commence from the issuance of the Notice to Proceed (NTP) until the issuance of the certificate of acceptance.

## 6. TERMS OF PAYMENT

6.1 Payment shall be made, subject to the submission of the following documentary requirements, and in accordance with budgeting, accounting, and auditing laws, rules, and regulations:

6.1.1 Proof of the Submission of Printer's Proof Copy

6.1.2 Sales Invoice / Billing Statement;

6.2 Certificate of Acceptance issued by the Undersecretary for Information and Communications Technology (ICT) Group.

## 7. LIQUIDATED DAMAGES

7.1 If the supplier fails to carry out the tasks herein required in an acceptable manner for any reason whatsoever, the supplier shall be liable for damages for such failure and shall pay the DBM liquidated damages in an amount equivalent to one-tenth (1/10) of one (1%) percent of the total contract price for every day of delay or breach. In the event that the total sum of liquidated damages or the total cost of any such delay or inability by the supplier to deliver its obligations exceeds 10% of the contract price, the DBM may terminate this contract upon giving the supplier a written notice at least five (5) calendar days prior to the intended date of termination and impose other appropriate sanctions over and above the liquidated damages

 Digitally signed  
by Maria  
Francesca M.  
Del Rosario

 Sheryll  
Grace S.  
Aromin



# SAMPLE DESIGN / LAYOUT

IMPORTANT NOTE: Please be advised that the SAMPLE DESIGN / LAYOUT is subject to change and that the FINAL design/layout will be AVAILABLE during the contract implementation.



## PUBLIC FINANCIAL MANAGEMENT (PFM) DIGITAL TRANSFORMATION ROADMAP

Traversing the Journey Towards a  
Future-Proofed PFM Ecosystem

August 2023  
SOLUTIONS DELIVERY DIVISION  
OFFICE OF CHIEF INFORMATION  
OFFICER





Canva



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Carma



# **ABBREVIATIONS AND ACRONYMS**





Carra



## **ABOUT THE DEPARTMENT OF BUDGET AND MANAGEMENT**

The background features abstract geometric shapes. In the top left and right corners, there are clusters of light blue triangles of various sizes, some overlapping. At the bottom, there are flowing, wavy bands of orange and yellow, with a small blue wave-like shape at the very bottom center. The overall design is clean and modern.

# **MESSAGE FROM THE SECRETARY**



The background features abstract geometric shapes. In the top left, there are light blue triangles and polygons. On the right side, there are larger, more complex light blue geometric structures. At the bottom, there are flowing, overlapping bands of orange and yellow, with a small blue curved shape at the very bottom center.

# **MESSAGE FROM THE PFM COMMITTEE CHAIRPERSON**

## **BODY OF THE PUBLICATION**

***Note: There will be expected a total of 130 pages for the body of the publications. All should be in a category of Cyan Yellow Magenta (CYM) where all pages will become full colored***

***Please see sample article on the next page to see the sample text style, font size, color and etc..***



# A Day In The Life of a Budget Analyst

The PFM of the Philippines uses a four-stage budget cycle to determine its business flows. This cycle consists of several distinct phases, each of which is essential to the smooth operation of the nation's fiscal framework.

The journey begins with a budget call for budget preparation, followed by budget legislation for rigorous review and eventual approval. Once the budget is enacted into law, government agencies execute their budgets according to the allocated funds. The next phase is budget accountability, during which all government agencies undergo evaluation to serve as the basis for the next year's budget.

In this complex environment, the role of a budget analyst serves as a cornerstone. During the Preparation phase, the use of the Online Submission of Budget Proposals (OSBP) and Government Management Information System (GMIS) fosters the seamless preparation of budget proposals. The Budget Preparation and Management System (BPMS) further empowers the Analyst in refining and shaping these proposals, ensuring accuracy and relevance. As the proposals advance to the Legislation phase, the eAppro system serves as the conduit for efficient review and approval processes.

By dividing the budget into Tiers 1 for ongoing expenses and Tiers 2 for new proposals, a thorough examination is guaranteed during Technical Budget Hearings (TBH) and Executive Review Board (ERB) meetings. The National Expenditure Program (NEP) is created after thorough alignment and evaluation of agency proposals in accordance with national priorities.

# A Day In The Life of a Budget Analyst

The budget legislation phase sets sail within the chambers of Congress, where deliberations are meticulously conducted by the House of Representatives and the Senate. Kicking off with the referral of the President's Budget to the House Committee on Appropriations, the journey unfolds through rigorous reviews, culminating in the inception of the General Appropriation Bill (GAB) following the Committee's initial draft. Agency heads take center stage during hearings, presenting budget proposals accentuating policy, strategy, and fiscal considerations. Meanwhile, the Senate, characterized by its unique approach, embarks on its own hearings and plenary deliberations on the GAB, often preceding the House's conclusion. The symphony of concordance emerges within the Bicameral Committee, unifying the GAB's essence. Upon ratification by both Houses, the harmonized GAB finds its way to the President's desk, a gateway marked by the President's influential veto power. Upon approval, the curtains rise for the official enactment of the General Appropriation Act (GAA), embodying the nation's financial roadmap.

Moving into the Execution phase, the eBudget system becomes the Budget Analyst's compass, navigating the execution of budgets across various government agencies. This platform ensures meticulous fund allocation, fostering effective resource utilization. As the cycle nears completion, the Accountability phase comes to the fore. The Unified Reporting System (URS) becomes the lens through which the Analyst evaluates the outcomes of executed budgets. This evaluation serves as a foundation for shaping the financial roadmap of the following year.



# A Day In The Life of a Budget Analyst

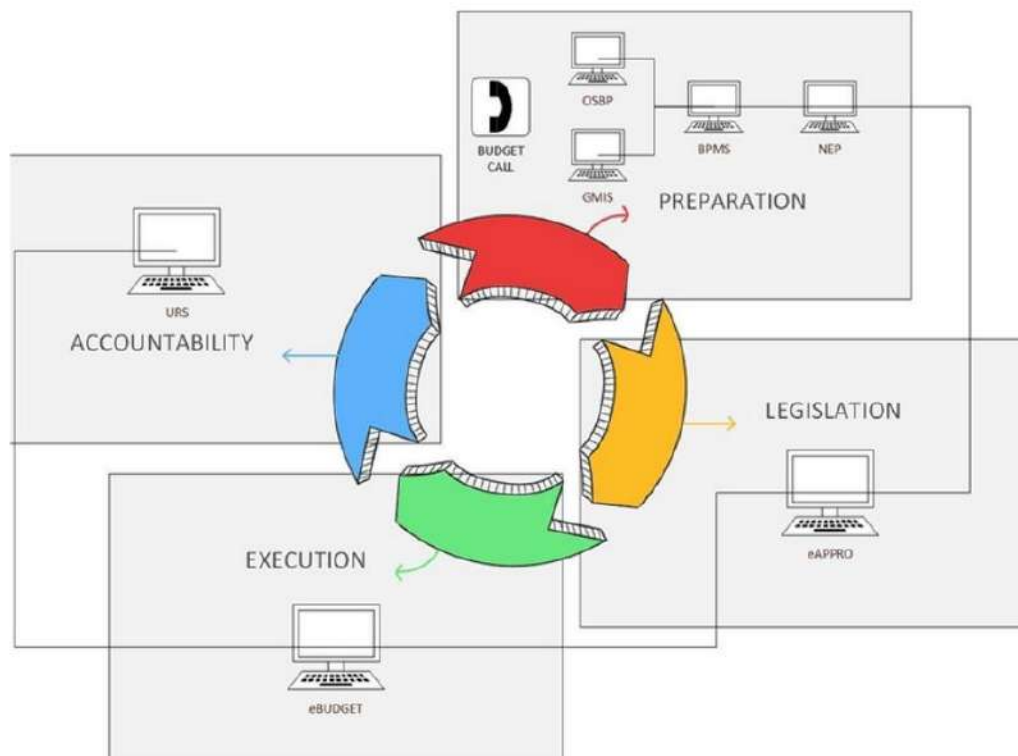


Figure \_\_. Public Financial Management Budget Cycle

# Enhanced 360 degree View of the Customer



Figure \_\_. Enhanced\_\_ Customer

Customer centricity is a new guiding philosophy that is emerging in the complex world of budget planning, where financial strategies and objectives collide. This approach, which places the needs and expectations of citizens at the forefront, is transforming the way governments plan and allocate resources. By embracing customer centricity in the budget preparation process, governments can ensure that the allocation of funds directly addresses the needs and aspirations of the people they serve.

At its core, customer centricity in the budget cycle involves shifting the focus from a top-down approach to one that actively seeks input and feedback from customers. It's about recognizing that the budget isn't just a financial document; it's a reflection of the government's commitment to improving the lives of its citizens. This approach starts with an open and inclusive dialogue, inviting the customers to voice their priorities, concerns, and suggestions for resource allocation.