



**REPUBLIC OF THE PHILIPPINES**  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
**NATIONAL CAPITAL REGION**  
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

**REQUEST FOR PRICE QUOTATION NO. 2024-08-0002**

The Department of Budget and Management-National Capital Region (DBM-NCR), through its Bids and Awards Committee (BAC), will undertake Section 53. Shopping for the procurement of **"Consolidated Office Supplies, Consumables, Other Materials, and ICT Equipment"**, in accordance with Annex "H" of the Republic Act No. 9184 and its Implementing Rules and Regulations.

**Name of Project:** Supply and Delivery of Consolidated Office Supplies, Consumables, Other Materials, and ICT Equipment

**Approved Budget for the Contract:** Twenty-One Thousand & Five Hundred Seventy-Four Pesos Only (21,574.00)

**Specifications:** See the attached Annex "B" for specifications.

**Location:** Department of Budget and Management-National Capital Region  
2<sup>nd</sup> Floor Arcache Building General Solano corner Nepomuceno Streets  
San Miguel, Manila

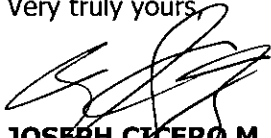
**Delivery Term:** Seven (7) calendar days from the receipt of Purchase Order (P.O.)

Interested suppliers are required to submit their valid and current Business/Mayor's Permit, PhilGEPS Registration Number, price quotation form (Annex "A"), and compliance to the technical specification (Annex "B") during submission of offer/quotation.

Award shall be made to the lowest/single quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the supplier or his/her duly authorized representative/s.

Submission of quotation and eligibility documents is on or before 10:00 a.m. of August 22, 2024 at 2<sup>nd</sup> Floor Arcache Building General Solano corner Nepomuceno Streets San Miguel, Manila. Open submission may be submitted, manually or through email at **fambiong@dbm.gov.ph**. For inquiry, you may contact us at telephone number 7003-8837 and/or email **fambiong@dbm.gov.ph**.

Very truly yours,

  
**JOSEPH CICERO M. SY**  
*Chairperson, DBM-NCR BAC*

**Annex "A"**

**PRICE QUOTATION FORM**

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

**THE CHAIRPERSON**

Bids and Award Committee

Department of Budget and Management-National Capital Region (DBM-NCR)

2<sup>nd</sup> Floor Arcache Building General Solano corner Nepomuceno Streets

San Miguel, Manila

Dear Sir:

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

Qty	Unit	Specification	Unit Price	Total Price
2	Jar	Glue, White, All Purpose, 200 grams		
4	Pc	Glue, White, All Purpose, 35-40 grams		
12	Pc	Marker, Black, for white board		
12	Pc	Marker, Blue, for white board		
12	Pc	Marker, Red, for white board		
5	Pc	Marker, Black, Permanent		
12	Pc	Pencil Sharpener, Two-Hole, Ordinary		
2	Pc	Puncher, Two-Hole, Paper, Heavy-Duty		
12	Pc	Sign Pen, Blue, Fine Tech Gel Pen, 0.5mm		
24	Pc	Sign Pen, Red, Fine Tech Gel Pen, 0.5mm		
5	Roll	Packaging Tape, 48MMx40MM		
1	Cart	Drum Cartridge, Brother DR-3455, Black		
8	Can	Insecticide, Multi-Insect Killer Spray, Aerosol, 500ml		
1	Pack	Scented Mouse Trap		
5	Pc	Rat and Fly Paper		
3	Pouch	Hand Soap, Liquid, Regular, 620ml		
3	Pouch	Hand Soap, Liquid, Scented, 620ml		
2	Pouch	Detergent Powder, All-purpose, Scented, 1.1kg		
2	Bottle	Muriatic Acid, All-purpose clean, 250ml		
16	Pack	Tissue, Interfolded Paper Towel, 1ply, 175pulls		
10	Pack	Trash Bag, 26"x32" (Large) 10 bags/pack		
12	Pack	Trash Bag, 18"x20" (Small) 10 bags/pack		
2	Unit	Headset, 3.5mm, Audio Jack Connection, Black, Rotating Microphone, Adjustable Headband		
4	Unit	Mouse, USB Optical Mouse, Doubled-Click		
2	Unit	Webcamera, 1080p, Full HD, Black, USB/Jack Connection		
<b>VAT</b>				
<b>TOTAL (inclusive of VAT)</b>				
<b>Amount in Words</b>				

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

Very truly yours.

\_\_\_\_\_  
Name/Signature of Representative

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

\_\_\_\_\_  
Contact Number

**Annex "B"**

**TECHNICAL SPECIFICATIONS**

The bidder must state here either "Comply" or "Not Comply" against each of the individual parameters of each specification.

<b>Office Supplies and Consumables</b>					
<b>Item</b>	<b>Unit</b>	<b>Item Description</b>	<b>Quantity</b>	<b>Bidder`s Statement of Compliance</b>	
1	Jar	Glue, White, All Purpose, 200 grams	2		
2	Pc	Glue, White, All Purpose, 35-40 grams	4		
3	Pc	Marker, Black, for white board	12		
4	Pc	Marker, Blue, for white board	12		
5	Pc	Marker, Red, for white board	12		
6	Pc	Marker, Black, Permanent	5		
7	Pc	Pencil Sharpener, Two-Hole, Ordinary	12		
8	Pc	Puncher, Two-Hole, Paper, Heavy-Duty	2		
9	Pc	Sign Pen, Blue, Fine Tech Gel Pen, 0.5mm	12		
10	Pc	Sign Pen, Red, Fine Tech Gel Pen, 0.5mm	24		
11	Roll	Packaging Tape, 48MMx40MM	5		
12	Cart	Drum Cartridge, Brother DR-3455, Black	1		
<b>Other Supplies and Materials</b>					
1	Can	Insecticide, Multi-Insect Killer Spray, Aerosol, 500ml	8		
2	Pack	Scented Mouse Trap	1		
3	Pc	Rat and Fly Paper	5		
4	Pouch	Hand Soap, Liquid, Regular, 620ml	3		
5	Pouch	Hand Soap, Liquid, Scented, 620ml	3		
6	Pouch	Detergent Powder, All-purpose, Scented, 1.1kg	2		
7	Bottle	Muriatic Acid, All-purpose clean, 250ml	2		
8	Pack	Tissue, Interfolded Paper Towel, 1ply, 175pulls	16		
9	Pack	Trash Bag, 26"x32" (Large) 10 bags/pack	10		
10	Pack	Trash Bag, 18"x20" (Small) 10 bags/pack	12		
<b>Information and Communication Technology Equipment</b>					

1	Unit	Headset, 3.5mm, Audio Jack Connection, Black, Rotating Microphone, Adjustable Headband	2		
2	Unit	Mouse, USB Optical Mouse, Doubled-Click	4		
3	Unit	Webcamera, 1080p, Full HD, Black, USB/Jack Connection	2		
Delivery should be seven (7) calendar days from the receipt of the Purchase Order (P.O.).					
<b>Total Cost in Words:</b>					
<b>Total Cost in Figures:</b>					

<b>PAYMENT DETAILS</b>	
<u>Payment Terms:</u>	Payment shall be made using Land Banks' LDDAP-ADA/Bank Transfer service following the submission of an accurate invoice or billing statement and the completion of any additional PO (contract)-mandated requirements in addition to the Property Officer's assessment of conformity, examination, and acceptance of the items.
Bank Name:	
Account Number:	
Account Name:	
Branch/Address:	

\*\*\* Nothing Follows \*\*\*