



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

REQUEST FOR QUOTATION
No. 24-069

The **Department of Budget and Management (DBM)** through its **Administrative Service**, intends to procure **"Supply and Delivery of Business Cards for DBM Officials"** for FY 2024 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, B (Terms and Conditions) and C (Sample)** provided as part of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than November 07, 2024, 2:00 PM** 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 **2024 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)** 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 Quotation¹.

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


Digitally signed
by Aaron Alberto
A. Escalona
AARON ALBERTO A. ESCALONA
Chief Administrative Officer


Digitally signed
by Abegail D.
Igna

¹ 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 of 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 SPECIFICATIONS

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 Business Cards for DBM Officials Size: 91 mm x 55 mm (3.582 in x 2.165 in) Japan Standard	143 boxes			

	<p>Color:</p> <ul style="list-style-type: none"> - Black and gold print - Logo/Seal: Gold* emboss <p>*Gold: refer to Pantone 16-0748 TCX Gold Flake</p> <p>Cardstock:</p> <p>White cardstock</p> <p>270-300 gsm</p> <p>Quantity:</p> <ul style="list-style-type: none"> - 100 pieces per box <p>Other Specifications:</p> <ul style="list-style-type: none"> - Two-sided print - With QR Code (containing the vcard version of the business card) with security feature/s - Transparent plastic box container (shall contain 100 pcs of business cards per box) <p>See attached Annex "C" for the sample</p> <p>The actual names, details, and quantity of business cards per official shall be given to the Supplier upon receipt of the Notice to Proceed (NTP)</p>				
Total Quotation Amount					

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

<u>SCHEDULE OF REQUIREMENTS</u>			
Item	Description	Delivery Schedule	Bidder's Statement of Compliance
Supply and Delivery of Business Cards for DBM Officials			
A.	<p>Submission of draft layout in accordance with the Technical Specifications and Sample</p> <ul style="list-style-type: none"> - Refer to attached Annex C - 1 lot 	Within five (5) calendar days from receipt of Notice to Proceed	
B.	<p>Provision of sample print</p> <ul style="list-style-type: none"> - 1 pc 	Within three (3) calendar days from approval of draft layout	

C.	Supply and Delivery of Business Cards for DBM Officials - 143 boxes (100 pcs per box)	Within thirty (30) calendar days from the approval of the sample print	
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<u>FINANCIAL OFFER</u>	
Approved Budget for the Contract	Total Offered Quotation
Four Hundred Fifteen Thousand Pesos Only (Php 415,000.00)	In words: _____ _____ _____
	In figures: _____ _____ _____

<u>PAYMENT DETAILS</u>	
<u>Payment Terms:</u>	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 an 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	

CONFORME:

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

TERMS AND CONDITIONS

1. Bidders shall provide the 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 the 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. **Pursuant to the Bureau of Internal Revenue Regulation No. 017-2024 dated September 17, 2024, the Supplier shall present their valid and updated Tax Clearance Certificate to the Administrative Service-General Services Division (AS-GSD), as the End-user Unit, prior to the final payment of the contract. FAILURE to present a valid and updated Tax Clearance shall entitle the DBM to suspend the final payment due to the Supplier.**
11. **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.**
12. 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.
13. 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.

14. 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:



Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

SAMPLE

FRONT



FIRSTNAME M. LASTNAME
POSITION

Department of Budget and Management
Bureau/Service/Office
General Solano St. San Miguel,
Manila City 1005 Philippines

+63 2 0000 0000 loc. 0000
+632 000 000 0000
email@dbm.gov.ph
dbm.gov.ph

BACK

