



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

REQUEST FOR PRICE QUOTATION NO. 2025-05-0005

The Department of Budget and Management-National Capital Region (DBM-NCR), through its Bids and Awards Committee (BAC), will undertake Section 52.1 (b) Shopping for the **"Supply and Delivery of Office Supplies and Materials Not Available in PS-DBM"**, in accordance with Annex "H" of the Republic Act No. 9184 and its Implementing Rules and Regulations.

Name of Project: Supply and Delivery of Office Supplies and Materials

Approved Budget for the Contract: Thirty-Six Thousand and Seven Hundred Forty Pesos Only (PhP36,740.00)

Specifications: See the attached Annexes "A and B" for particulars.

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

Delivery Term: 3-7 calendar days upon receipt of the Purchase Order and Notice to Proceed.

Interested suppliers are required to submit their valid and current Business/Mayor's Permit, PhilGEPS Registration Number, Income/Business Tax Number, accomplished Price Quotation Form (Annex "A") and Technical Specification (Annex "B") during submission of offer/quotation.

Award shall be made to the identified bidder based on the market study, which complied 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 02:00 p.m. of June 2, 2025 at 2nd 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 8657-3300 local 8003 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)

2nd Floor Arcache Building General Solano corner Nepomuceno Streets

San Miguel, Manila

Dear Sir:

After having carefully read and accepted the 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
10	Ream	A4 Yellow Paper, 8.27 x 11.69 inches, 70-80gsm, 500 sheets per ream		
12	Ream	B4, 257mm x 364mm, 70-80gsm, 500 sheets per ream		
2	Drum	Drum Cart, Brother DR-3455, Black		
3	Box	Pressboard, 369mm x 242mm, 312-315gsm, 100 pieces per box		
Note: Please see attached Annex "B" for the detailed specifications. Interested vendor/s may quote per-lot basis or for all, provided that all the required documents as stipulated in this RFQ are completely submitted.				
VAT				
TOTAL (inclusive of VAT)				
Amount in Words				

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.

Supply and Delivery of Office Appliances			
Specifications		Bidder`s Statement of Compliance	
10 Reams	A4 Yellow Paper, 8.27 x 11.69 inches, 70-80gsm, 500 sheets per ream		
12 Reams	B4, 257mm x 364mm, 70-80gsm, 500 sheets per ream		
2 Drums	Drum Cart, Brother DR-3455, Black		
3 Boxes	Pressboard, 369mm x 242mm, 312-315gsm, 100 pieces per box		
Delivery: 3-7 calendar days upon receipt of the Purchase Order (PO) and Notice to Proceed (NTP)			
Total Cost in Words:			
Total Cost in Figures:			

<u>PAYMENT DETAILS</u>	
<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 ***