



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
REGIONAL OFFICE IV-A (CALABARZON)

REQUEST FOR QUOTATION

Date: March 4, 2025

Quotation No.: DBM4A-SVP-2025-007

The **Department of Budget and Management Regional Office (DBM RO) IV-A** intends to procure **Meeting Venue and Meals for the Conduct of Agency Performance Review (APR)** in accordance with Section 53.9 Negotiated Procurement – Small Value Procurement of the 2016 revised Implementing Rules and Regulations of Republic Act (RA) No. 9184, to wit:

Particulars	Quantity	Approved Budget for the Contract
Meeting Venue and Meals for the Conduct of Agency Performance Review (APR) March 10, 12, 14, 17 and 18, 2025	1 lot	P242,000.00

Please quote your **best offer** for the item/s described herein, subject to the attached Annexes A, B (Terms and Conditions), and C provided as part of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative not later than **March 7, 2025, 4:00 PM** at the 2F DBM Arcache Building, General Solano St., San Miguel, Manila. Quotations may also be submitted through the email address indicated below.

A copy of your **2025 Business/Mayor's Permit¹** and **PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. A **valid and updated PhilGEPS Registration Certificate** may be submitted in lieu of the Mayor's/Business Permit.

The Supplier/Service Provider with the Sine/Lowest Calculated Quotation shall submit its **Omnibus Sworn Statement (GPPB-prescribed forms) and Income/Business Tax Return (for ABC's above P500k)²** within a non-extendible period of five (5) calendar days from receipt of the notice from DBM RO IV-A that it submitted the Single/Lowest Calculated Quotation. ³

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 the 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.

² Manually filed tax returns or filed through the EFPS

³ 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 email for the purpose.

For any clarification, you may contact us at telephone no. **(02) 8657-3300 local 8011** or email address at eobra@dbm.gov.ph.



JACQUELINE B. LUDOVICE

Chairperson
Bids and Awards Committee

Date: _____

Company/Business Name : _____
 Address : _____
 Business/Mayor's Permit No. : _____
 TIN : _____
 PhilGEPS Registration Number (required) : _____

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 RFQs 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.

**Meeting Venue and Meals for the Conduct of Agency Performance
Review (APR) March 10, 12, 14, 17 and 18, 2025**

Approved Budget for the Contract: P200,000.00

Item	Description	Total Quantity	Bidder's Statement of Compliance	Unit Cost (VAT Inclusive)	Total Cost (VAT Inclusive)
I.	A. Venue Availability March 10, 12, 14 and 17, 2025 – 8:00 am to 5:00 pm March 18, 2025 – 8:00 am to 12:00nn				
	B. Meals See Annex C				
	C. Facilities 1. Use of LCD Projector and Screen 2. Basic Sound System with Microphones 3. Pads and pencils 4. Complimentary parking space 5. Common WiFi Access 6. Complimentary Free flowing coffee or tea				
	D. Other Requirements 1. Adequate security service 24/7				

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

FINANCIAL OFFER	
Approved Budget for the Contact (ABC)	Total Offered Quotation
Two Hundred Forty-Two Thousand Pesos Only (P242,000.00)	In words:

	In figures:

PAYMENT DETAILS	
<u>Payment Terms:</u>	Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank of the Philippines' 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.

CONFORME:

 Signature over Printed Name
 (Authorized Representative)

 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) 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 your 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 with 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 No. 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 prior to the final payment of the contract. FAILURE to present a valid and updated Tax Clearance shall entitle the DBM RO IV-A to suspend the final payment due to the Supplier.
11. Payment shall be processed after delivery and upon 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 of the Philippines' 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 RO IV-A may rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) 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. 2020, the DBM RO IV-A shall publish in the Philippine Government Electronic Procurement System (PhilGEPS) website 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; and
 - f. Date of Award and Acceptance.

CONFORME:

Signature over Printed Name
(Authorized Representative)

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

MEAL REQUIREMENTS

Date	Full Board Meal <i>(Lunch, AM and PM Snacks)</i>	PM Snack	AM Snack and Luch
March 10, 2025	13 pax	6 pax	
March 12, 2025	13 Pax		
March 14, 2025	12 pax		
March 17, 2025	12 pax	30 pax	
March 18, 2025			45 pax