



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

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**REQUEST FOR QUOTATION**  
**No. 25-050**

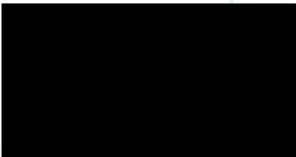

The **Department of Budget and Management (DBM)**, through its **Administrative Service (AS)**, intends to procure "**Supply, Delivery, and Installation of Various Glass Mirrors and Accessories in the DBM Central Office**" for FY 2025 in accordance with **Section 53.9** (Negotiated Procurement – Small 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), C (Detailed Technical Specifications), and D (Product Dimension for DBM Central Office – Bldgs. 1, 2, 3, and Multi-Purpose Gym)** provided as part of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than September 25, 2025, 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 **2025 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)**, and **Income/Business Tax Return (for ABC's above Php 500k)**<sup>1</sup> 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 [jestrera@dbm.gov.ph](mailto:jestrera@dbm.gov.ph).

  
**AARON ALBERTO A. ESCALONA**  
Director III, and Concurrent  
Chief Administrative Officer 

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<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.

**ANNEX "A"**

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.

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)
<b>A. Supply, Delivery, and Installation of Various Glass Mirrors and Accessories in the DBM Central Office</b>					
I.	<b>General Conditions</b> (See attached Annex C for the Detailed Technical Specifications, Section 3.0)	N/A			
II.	<b>Specifications</b> (See attached Annex C for the Detailed Technical Specifications, Section 4.0)				
III.	<b>Scope of Work</b> (See attached Annex C for the Detailed Technical Specifications, Section 5.0)				
IV.	<b>Warranty of the Supplier</b> (See attached Annex C for the Detailed Technical Specifications, Section 6.0)				
V.	<b>Terms of Payment</b> (See attached Annex C for the Detailed Technical Specifications, Section 7.0)				

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

<b>SCHEDULE OF REQUIREMENTS</b>				
Item	Description	Quantity	Delivery Schedule	Bidder's Statement of Compliance
I.	<b>Supply, Delivery, and Installation of Various Glass Mirrors and Accessories in the DBM Central Office</b>	N/A	Within sixty (60) calendar days upon receipt of the Notice to Proceed (NTP)	
II.	<b>Submission of work plan for installation of units:</b>  <ul style="list-style-type: none"> <li>a. Conduct of site inspection/survey, pre-implementation meeting, and proposed work plan</li> <li>b. Submission of final work plan</li> <li>c. Submission of sample materials</li> </ul>		<ul style="list-style-type: none"> <li>a. Within seven (7) calendar days from receipt of the NTP, or as scheduled by the Administrative Service – General Services Division (AS-GSD)</li> <li>b. Within seven (7) calendar days from the conduct of the pre-implementation meeting with the AS-General Services Division (AS-GSD)</li> <li>c. Within seven (7) calendar days upon receipt of the NTP</li> </ul>	

**SCHEDULE OF REQUIREMENTS**

<b>Item</b>	<b>Description</b>	<b>Quantity</b>	<b>Delivery Schedule</b>	<b>Bidder's Statement of Compliance</b>
III.	<b>Submission of Warranty Certificate</b>	N/A	Within seven (7) calendar days from the issuance of the Certificate of Acceptance by the AS	



**FINANCIAL OFFER**

<b>Approved Budget for the Contract</b>	<b>Total Offered Quotation</b>
<b>Six Hundred Forty Thousand Pesos Only</b> <b>(Php 640,000.00)</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	

**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) 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:**

\_\_\_\_\_ ←

Signature over Printed Name  
(Authorized Representative)

\_\_\_\_\_ ←

Position/Designation

\_\_\_\_\_ ←

Office Telephone No.

\_\_\_\_\_ ←

Fax/Mobile No.

\_\_\_\_\_ ←

Email address/es

## Detailed Technical Specifications

### 1. Project Title

Supply, Delivery, and Installation of various glass mirrors and accessories in the DBM Central Office.

### 2. Objective

To replace the damaged and stained-glass mirrors in the DBM Central Office.

### 3. General Conditions

#### 3.1. Conditions

During contract implementation, the Supplier shall deliver the obligations arising from this contract with the following conditions:

- 3.1.1. Conduct survey of the actual site condition within seven (7) calendar days or as set by the AS-GSD following receipt of the Notice to Proceed (NTP), the AS-GSD will meet with the Supplier for a pre-implementation meeting to discuss and finalize all necessary preparations, ideal set-up, supplier familiarization, and other implementation-related issues. Also, within the same period, a proposed work plan shall be submitted by the Supplier.
- 3.1.2. The Supplier shall provide a final work plan of activities for the project's duration within seven (7) calendar days after the pre-implementation meeting with DBM representatives. The said work plan shall be validated and subject to approval by the DBM.
- 3.1.3. The Supplier shall submit a sample of the mirror glass, in compliance with the technical specifications, within seven (7) calendar days upon receipt of the NTP.
- 3.1.4. The Supplier shall provide all needed materials, tools, equipment, manpower, and supervision for the project.
- 3.1.5. Confinement of all works within the areas designated by the AS while strictly following the national laws for public safety, Workmen's Compensation Act 1906, and proper working conditions.
- 3.1.6. No barracks shall be constructed inside the DBM premises.
- 3.1.7. The Supplier shall facilitate the cleaning, clearing, and hauling of any debris, construction waste, refuse, junk, etc.

- 3.1.8. The Supplier shall restore the walls and other structures that will be affected by the installation works to their original condition, at no additional cost to the DBM.
- 3.1.9. The Supplier shall keep the premises free from accumulation of waste materials or rubbish caused by the works, always. Upon completion of installation work, the Supplier shall remove all rubbish from and about the building and all its tools, scaffoldings, and surplus materials.
- 3.1.10. The Supplier shall protect all adjoining property from any damage.
- 3.1.11. The Supplier shall protect the construction site from any untoward incident within its control.
- 3.1.12. The Supplier shall surrender all dismantled glass mirrors and accessories to the AS.
- 3.1.13. The specifications shall be interpreted solely by the AS. No excuses shall be entertained for misinterpretation of the specifications after the award of the contract. All work, as deemed included in the Contract by the AS, shall be carried out properly by the Supplier.
- 3.1.14. Correction of work before final payment: The Supplier shall promptly replace and re-execute all work/s determined by the AS as failing to conform to the Contract, without expense to the DBM.
- 3.1.15. Damages caused in the dismantling due to the Supplier's fault shall be replaced/restored by the Supplier, at no additional cost to the DBM.
- 3.1.16. Correction of work after final payment: Neither the issuance of the certificate of acceptance nor payment nor any provision in the bidding documents shall relieve the Supplier of its responsibility for defects and damages resulting from faulty materials or poor workmanship which shall appear within a period of one (1) year from the date of acceptance of work by the DBM. The Supplier shall remedy all defects arising from faulty materials or poor workmanship and pay for any damage to other works resulting therefrom.
- 3.1.17. The DBM shall not be responsible for: (a) death or injury of the Supplier's employees; and (b) any damage to the Supplier's equipment or materials.
- 3.1.18. The contractor shall conduct a final inspection, to the satisfaction of AS.
- 3.1.19. The project shall be completed within sixty (60) calendar days from receipt of the Notice to Proceed. Working hours are as follows:
  - a. Mondays to Fridays (6PM to 6AM only) – subject to change upon notice from the AS; and
  - b. Saturdays, Sundays, and Holidays (allowed up to twenty-four [24] hours per day) – subject to change upon notice from the AS.

- 3.1.20. All workers shall strictly follow the health and safety protocols to be implemented onsite (e.g. wearing Personal Protective Equipment).
- 3.1.21. The Supplier, in the performance of its services, shall secure and maintain, at its own expense, all registration, licenses, or permits required by law, and shall comply with all pertinent rules and regulations.
- 3.1.22. All work shall be done in accordance with standard engineering procedures and workmanship.

#### **4. Specification of Glass Mirrors and Accessories**

- 4.1. The Supplier shall supply, deliver, and install the glass mirror and their accessories with the following **minimum** specifications:
  - 4.1.1.1. Product Dimension (Length x Height): Please see attached **Annex D**
  - 4.1.1.2. Minimum Thickness: 6.00mm and coated with silver backing.
  - 4.1.1.3. Made of float mirror glass.
  - 4.1.1.4. Maximum reflection without corrosion, discoloration, scratches.
  - 4.1.1.5. Higher defense against chemicals from cleaners and adhesives.
  - 4.1.1.6. Edge Treatment: Polished Edges.
  - 4.1.1.7. Background: Plasterboard/ Plastered Blockwork, to provide a true surface both horizontally and vertically.
  - 4.1.1.8. Fixing Method: Fix using a proprietary mirror adhesive, accurately and securely to provide a flat surface.
  - 4.1.1.9. All Mirrors are covered with an industrial standard foil Safety film. which protects the silver against adhesive attack, keeps the mirror protected from moisture corrosion, and gives the mirror structural stability in the case of breakage.

#### **5. Scope of Work**

- 5.1. The Supplier shall likewise install brand-new and branded accessories.
- 5.2. Dismantling and removal of existing glass mirrors, including accessories and backing materials, located in the comfort rooms of DBM Bldg. 1, 2, 3 and multipurpose gym and turnover to AS.
- 5.3. The Supplier shall restore all affected areas at no additional cost and to the satisfaction of the DBM.
- 5.4. All materials, tools, workforce, and all other equipment needed for the conduct of all activities stated herein shall be provided by the Supplier, at no additional cost and to the satisfaction of the DBM.

#### **6. Warranty of the Supplier**

- 6.1. The Supplier shall submit a Warranty Certificate within seven (7) calendar days upon acceptance of the AS. The Supplier shall warrant the following:

6.1.1. Parts and Labor:

6.1.1.1. Product and/or manufacturing defects – at least one (1) year from the date of acceptance by AS

6.1.1.2. Workmanship/installation works – at least one (1) year from the date of acceptance by AS

**7. Terms of Payment**

7.1. One-time payment shall be made, subject to the submission of the following documentary requirements, and in accordance with budgeting, and auditing laws, rules, and regulations:

7.1.1. Delivery Receipt

7.1.2. Sales Invoice/Billing

7.1.3. Certificate of Acceptance by the AS

## ANNEX "D"

## DBM CENTRAL OFFICE - BUILDING 1, 2,3 AND MULTI PURPOSE GYM

Quantity	Unit	Item/s
		Glass Miror Cut Size in cm with backing Marine Plywood 1/4 inch
1	Set	240 x 105
1	Set	296 x 105
1	Set	220 x 105
1	Set	270 x 105
1	Set	381 x 99
2	Sets	196 x 99
2	Sets	301 x 90
5	Sets	151 x 90
1	Set	304 x 99
1	Set	318 x 90
1	Set	135 x 90
1	Set	364 x 99
3	Sets	292 x 99
1	Set	331 x 89
1	Set	316 x 98
1	Set	218 x 90
1	Set	241 x 90
1	Set	348 x 90
1	Set	363 x 98
1	Set	197 x 99
1	Set	242 x 90
1	Set	196 x 90
1	Set	330 x 90
2	Sets	134 x 105
2	Sets	263 x 105
1	Set	228 x 105
1	Set	347 x 105
1	Set	237 x 77
1	Set	239.5 x 76
30	Sets	67.5 x 88
3	Sets	75 x 99
1	Set	90 x 161
2	Sets	90 x 120
4	Sets	88 x 90
5	Sets	60 x 75
1	Set	120 x 240