



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

REQUEST FOR QUOTATION

No. 26-008

The **Department of Budget and Management (DBM)**, through its **Administrative Service**, intends to procure "**Procurement of Tokens for DBM QMS Conference Speakers and Participants**" for FY 2026 in accordance with **Section 34** (Small Value Procurement) of the Implementing Rules and Regulations of Republic Act No. 12009 or the New Government Procurement Act (NGPA).

Please quote your **best offer** for the item/s described herein, **subject to the attached Annexes A, B (Terms and Conditions) and C (Detailed Technical Specifications)** provided as part of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than MAR 09 2026 , 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 **2026 Business or 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 (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 (NGPA GPPB-prescribed forms), and Income/Business Tax Return (for ABC's above Php 500k)²** 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.³

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

AARON ALBERTO A. ESCALONA

Director III, and Concurrent
Chief Administrative Officer

¹ In case of a recently expired Mayor's/Business permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit in accordance with Section 20.2.9.1(C) of the Implementing Rules and Regulations of Republic Act No. 12009 or the New Government Procurement Act

² Manually filed tax returns or filed through 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/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	Tokens for DBM QMS Conference Speakers <i>- In accordance with Annex C, Detailed Technical Specifications</i>	20 pcs. (Curated box set)	_____	_____ ←	_____ ←
B	Tokens for QMS Participants <i>- In accordance with Annex C, Detailed Technical Specifications</i>	100 pcs. (Automatic Foldable Umbrella)	_____	_____ ←	_____ ←

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

SCHEDULE OF REQUIREMENTS			
Item	Description	Target Delivery	Bidder's Statement of Compliance
A	Sample Proof of Merchandise	Sample products should be sent to the CPMS within 15 working days from the receipt of Notice to Proceed for CPMS' approval prior to mass production	_____ ←
B	Procurement Tokens	Within 45 calendar days from the approval of the sample proof of merchandise	_____ ←

FINANCIAL OFFER	
Approved Budget for the Contract (ABC)	Total Offered Quotation
Fifty-Eight Thousand Pesos Only (Php58,000.00)	In words: _____ _____ _____
	In figures: _____ _____ _____

PAYMENT DETAILS

<i>Payment Terms:</i>	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
(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 3(a) of the Implementing Rules and Regulations of Republic Act No. 12009 or the New Government Procurement Act and consistent with Administrative Order No. 34, s. 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	

I. Technical Specifications

Item	Technical Specifications
<p>For the QMS Conference Speakers</p> <p>Curated box sets (20 pcs)</p>	<p><u>Curated gift box</u> with the following inclusions:</p> <div data-bbox="703 423 1107 757" data-label="Image"> </div> <p>Design Description: Flip top hard box with gold DBM logo print Logo Print Type/Color: Hot Foil Gold (one logo) Logo Size: 4" (round) Size: Can fit the mug, coffee press and beans, and teaspoon Paper fillers color: White Box type: Flip top hard box Color: Dark blue Ribbon: Dark Blue</p> <p><u>Items insider the box:</u> Coffee gift set</p> <p><u>Double Wall Mug</u></p> <div data-bbox="580 1294 1289 1568" data-label="Image"> </div> <p>Design Description: Double wall clear mug and wooden lid with DBM logo Mug type: Clear and double wall Material (Lid/Cover): Wood Color of Lid: Brown Capacity:250mL With handle: Yes With logo: Yes, on top of the wooden lid Print type: Engraved</p>

Coffee Press



Design Description: Coffee Press with DBM logo in a transparent decal

Dimensions: 3" x 7" (13.5oz)

Make: Heat-resistant glass and stainless steel; food-grade standard, easy to clean, wear resistant, and durable

1 small golden tea spoon

Dimensions:

- Overall length 110-120mm
- Bowl width: 20-25mm
- Bowl depth 4-6mm
- Handle thickness: 1.2-2mm

Make: Food-grade stainless steel, scratch-resistant gold coating, suitable for hot and cold beverages,

For the QMS Participants

Automatic
Foldable
Umbrella
(100 pcs)



Design Description: Foldable umbrella with UV protection; with DBM logo

Size: 98 cm x 68 cm (open 41" x 3" x 24.5"; closed 3" x 3" x 13")

Material: Pongee Fabric

Color: Navy blue

Design: 3 folds high-density fiberglass ribs; automatic folding umbrella with UV protect coating; with cover

Logo Print Type/Color: Hot Foil Black (one logo) on one (1) panel


Logo Size: 4" (round)

Payment Terms	
	<p>Full payment shall be made after delivery and upon issuance of a Certificate of Acceptance by the Director of the Corporate Planning and Management Service, in accordance with budgeting, accounting, and auditing laws, rules, and regulations.</p> <p>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 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.</p>

Schedule of Requirements:


Activities	Target Delivery
Sample proof of merchandise	Sample products should be sent to the CPMS within 15 workings days from the receipt of Notice to Proceed for CPMS' approval prior to mass production
Procurement of tokens	With 45 calendar days from the approval of the sample proof of merchandise

Prepared by:

 Digitally signed
 by Rafael Waldo
 R. Guerrero
RAFAEL WALDO R. GUERRERO
Planning Officer V, CPMS - ManD
 Date: February 25, 2026

 Digitally signed
 by Lady Rose
 Ann P. Labagata

Approved by:

 Digitally signed
 by Escalante
 Rowel Dela
 Cruz
ROWEL D. ESCALANTE
Director, CPMS
 Date: February 25, 2026