



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

REQUEST FOR QUOTATION
No. 26-015




The **Department of Budget and Management (DBM)**, through its **Administrative Service (AS)**, intends to procure "**Publication of People's Enacted Budget Publication**" 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) form. Submit your quotation duly signed by your authorized representative **not later than April 8, 2026, 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 **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 jestrera@dbm.gov.ph.


AARON ALBERTO A. ESCALONA *12/26*
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

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.
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)
One (1) Lot Publication of the 2026 People's Enacted Budget Publication and Quick Glance Version					
1	<p><u>2026 PEB</u></p> <p>Size: 7.5" x 10.25"</p> <p>No. of pages (excluding cover): Maximum of 64 pages with single page perforation</p> <p>Cover:</p> <ul style="list-style-type: none"> - Color: 4 x 4 - Paper: C2S 180 lbs. with one side matte lamination <p>Inside: CS2 70 lbs. 4 x 4</p> <p>Binding/Fold:</p> <ul style="list-style-type: none"> - Binding: Saddle Stitch <p><i>Note: Please refer to Annex "C", Item No. II for the tabular summary of the specifications.</i></p>	6,000 copies			
2	<p><u>2026 Pinagtibay na Badyet ng Bayan</u></p> <p>Size: 7.5" x 10.25"</p> <p>No. of pages (excluding cover): Maximum of 64 pages with single page perforation</p> <p>Cover:</p> <ul style="list-style-type: none"> - Color: 4 x 4 - Paper: CS2 180 lbs. with one side matte lamination <p>Inside: CS2 70 lbs. 4 x 4</p> <p>Binding/Fold:</p> <ul style="list-style-type: none"> - Binding: Saddle Stitch <p><i>Note: Please refer to Annex "C", Item No. II for the tabular summary of the specifications.</i></p>	2,000 copies			

3	<p><u>2026 PEB Quick Glance (English Version)</u></p> <p>Size: A4</p> <p>No. of pages (excluding cover): 1 sheet (back-to-back)</p> <p>Cover:</p> <ul style="list-style-type: none"> - Color: 4 x 4 - Paper: CS2 120 lbs. <p><i>Note: Please refer to Annex "C", Item No. II for the tabular summary of the specifications.</i></p>	750 copies		←	←	←
4	<p><u>2026 PEB Quick Glance (Filipino version)</u></p> <p>Size: A4</p> <p>No. of pages (excluding cover): 1 sheet (back-to-back)</p> <p>Cover:</p> <ul style="list-style-type: none"> - Color: 4 x 4 - Paper: CS2 120 lbs. <p><i>Note: Please refer to Annex "C", Item No. II for the tabular summary of the specifications.</i></p>	750 copies		←	←	←
5	<p><u>2026 PEB Quick Glance (Cebuano version)</u></p> <p>Size: A4</p> <p>No. of pages (excluding cover): 1 sheet (back-to-back)</p> <p>Cover:</p> <ul style="list-style-type: none"> - Color: 4 x 4 - Paper: C2S 120 lbs. <p><i>Note: Please refer to Annex "C", Item No. II for the tabular summary of the specifications.</i></p>	750 copies		←	←	←
6.	<p><u>2026 PEB Quick Glance (Ilocano Version)</u></p> <p>Size: A4</p> <p>No. of pages (excluding cover): 1 sheet (back-to-back)</p> <p>Cover:</p> <ul style="list-style-type: none"> - Color: 4 x 4 - Paper: C2S 120 lbs. 	750 copies		←	←	←

7.	Terms of Payment <i>(Please see attached Annex "C" for the Detailed Technical Specification, Item No. V)</i>	N/A	_____ ←	N/A	N/A
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*The above-quoted prices are inclusive of all costs and applicable taxes

*In case of discrepancies or inconsistencies between the RFQ form's technical specifications and Annex 'C', the latter shall prevail.

SCHEDULE OF REQUIREMENTS				
Item	Description	Quantity	Delivery Schedule	Bidder's Statement of Compliance
1.	Submission of Printer's Proof	N/A	Within two (2) working days after receipt of digital file from DBM - ACTS	_____ ←
2.	2026 PEB	English version First delivery: 1,500 copies - Within 10 working days after the approval of the printer's proof Second delivery: 4,500 - Within 20 working days after the approval of the printer's proof Filipino version Full delivery: 2,000 copies - Within 10 working days after the approval of the printer's proof		_____ ←
3.	2026 PEB Quick Glance	English version Full delivery: 750 copies - Within 3 working days after the approval of the printer's proof Filipino version Full delivery: 750 copies - Within 3 working days after the approval of the printer's proof Cebuano version Full delivery: 750 copies - Within 3 working days after the approval of the printer's proof Ilocano version Full delivery: 750 copies - Within 3 working days after the approval of the printer's proof		_____ ←

**In case of discrepancies or inconsistencies between the RFQ form's schedule of requirements and Annex 'C', the latter shall prevail.

FINANCIAL OFFER	
Approved Budget for the Contract (ABC)	Total Offered Quotation
Six Hundred Forty-Nine Thousand Five Hundred Fifty Pesos and 1/100 Only (Php649,550.01)	In words: <hr/> <hr/> <hr/>
	In figures: <hr/> <hr/> <hr/>

PAYMENT DETAILS	
<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
(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.

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 ←

OFFSET PRINTING SERVICES
2026 PEOPLE'S ENACTED BUDGET PUBLICATION AND QUICK GLANCE VERSION

Detailed Technical Specifications

I. BACKGROUND

The Department of Budget and Management (DBM) has committed to publishing the 2026 People's Enacted Budget (PEB), *2026 Pinagtibay Badyet ng Bayan*, and PEB 2026 Quick Glance Version (English, Filipino, Cebuano, and Ilocano) in pursuit of greater transparency, accountability, and citizen participation in budgeting. The 2026 PEB presents the enacted National Budget in a non-technical manner understandable to the layman, while the Quick Glance version further summarizes this document into a one-page back-to-back brochure that highlights priority expenditures.

II. TECHNICAL SPECIFICATIONS

This project will require Offset Printing Services with the following specifications:

Publication Type	Quantity	Size	No. of pages (excluding cover)	Cover	Inside	Binding/ Fold
2026 PEB	Total of 6,000 copies	7.5" x 10.25"	Maximum of 64 pages with single page perforation	Color: 4 x 4 Paper: C2S 180 lbs. with one side matte lamination	C2S 70 lbs. 4 x 4	Binding: Saddle stitch
<i>2026 Pinagtibay na Badyet ng Bayan</i>	Total of 2,000 copies	7.5" x 10.25"	Maximum of 64 pages with single page perforation	Color: 4 x 4 Paper: C2S 180 lbs. with one side matte lamination	C2S 70 lbs. 4 x 4	Binding: Saddle stitch
2026 PEB Quick Glance (English version)	Total of 750 copies	A4	1 sheet (back-to-back)	Color: 4 x 4 Paper: C2S 120 lbs.	N/A	N/A
2026 PEB Quick Glance (Filipino version)	Total of 750 copies	A4	1 sheet (back-to-back)	Color: 4 x 4 Paper: C2S 120 lbs.	N/A	N/A
2026 PEB Quick Glance (Cebuano version)	Total of 750 copies	A4	1 sheet (back-to-back)	Color: 4 x 4 Paper: C2S 120 lbs.	N/A	N/A
2026 PEB Quick Glance (Ilocano version)	Total of 750 copies	A4	1 sheet (back-to-back)	Color: 4 x 4 Paper: C2S 120 lbs.	N/A	N/A

III. SCHEDULE OF REQUIREMENTS

Item/Description	Delivery Schedule
Submission of Printer's Proof	Within two (2) working days after receipt of digital file from DBM – ACTS
2026 PEB	<p>English version First delivery: 1,500 copies Within 10 working days after the approval of the printer's proof Second delivery: 4,500 Within 20 working days after the approval of the printer's proof</p> <p>Filipino version Full delivery: 2,000 copies Within 10 working days after the approval of the printer's proof</p>
2026 PEB Quick Glance	<p>English version Full delivery: 750 copies Within 3 working days after the approval of the printer's proof</p> <p>Filipino version Full delivery: 750 copies Within 3 working days after the approval of the printer's proof</p> <p>Cebuano version Full delivery: 750 copies Within 3 working days after the approval of the printer's proof</p> <p>Ilocano version Full delivery: 750 copies Within 3 working days after the approval of the printer's proof</p>

IV. BUDGET

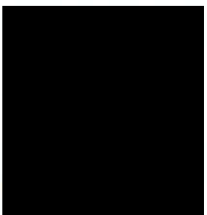
The total proposed budget for this printing services contract is **Php 649,550.00**, disaggregated as follows:

2026 PEB

English Version: Php 425,700.00
 Filipino Version: Php 189,300.00

2026 PEB Quick Glance

English Version: Php 8,637.50
 Filipino Version: Php 8,637.50
 Cebuano Version: Php 8,637.50
 Ilocano Version: Php 8,637.50



V. TERMS OF PAYMENT

The Terms of Payment shall be as follows:

1. Full payment upon the complete delivery per publication type; and
2. Payment shall be subject to any applicable tax obligation/deduction.

VI. FUNDING SOURCE

The proposed budget shall be charged against available DBM funds under the FY 2026 General Appropriations Act.

