



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

REQUEST FOR QUOTATION
No. 26-010A

The **Department of Budget and Management (DBM)**, through its **Administrative Service**, intends to procure "**Procurement of Tokens for Internal Quality Auditors**" 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 April 08, 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 resquinas@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	<p>Tokens for Internal Quality Auditors</p> <p>- <i>In accordance with Annex C, Detailed Technical Specifications</i></p>	60 Curated box sets	_____	_____ ←	_____ ←
B	<p>Payment Terms</p> <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> <p>- <i>In accordance with Annex C, Detailed Technical Specifications</i></p>		_____	← N/A	N/A

*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
Seventy-Seven Thousand Pesos Only (Php77,000.00)	In words: _____  _____ _____
	In figures: _____  _____ _____

<u>PAYMENT DETAILS</u>	
<i><u>Payment Terms:</u></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.


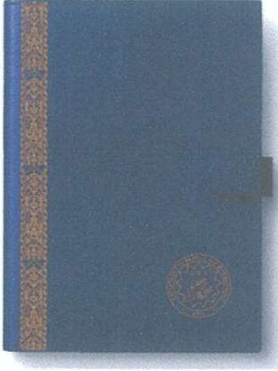
CONFORME:

_____ Signature over Printed Name (Authorized Representative)	←
_____ Position/Designation	←
_____ Office Telephone No.	←
_____ Fax/Mobile No.	←
_____ Email Address/es	←

ANNEX C

DETAILED TECHNICAL SPECIFICATIONS

Procurement of Tokens for Internal Quality Auditors

Item	Technical Specifications
Curated box sets (60 pcs)	<p>Curated <u>gift box</u> with the following inclusions:</p>  <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 intended items inside Paper fillers color: White Box type: Flip top hard box Color: Dark blue Ribbon: Dark Blue</p>
	<p><u>Items insider the box:</u> Leather-type Journal Notebook</p>  <p>Design Description: With gold DBM logo on the lower right portion of the front cover and Maranao weave-inspired print on the left portion of the front cover Logo Placement: Lower right Logo size: 3" (round) Size: A5 (5.8" x 8.3") Color: Dark Blue Journal Closure: With magnetic buckle closure Material: PU leather notebook sleeve (pebbled pattern) No. of pages: 80 leaves Binding: Perfect binding Paper print: Lined Design print type: Hot foil debossed Design print color: Gold</p>

ANNEX C

Power bank



Design Description: The power bank must clearly indicate its capacity and bear the official DBM logo on the unit

Capacity: at least 10,000 MAH

Output power: 22.5W

Ports: 1 USB-C, 2 USB-A; and built-in USB-C and Lightning Cables

Dimensions: 4.5 x 2.8 x 1.2 inches

Weight: Lightweight and travel-friendly

Warranty: 18-months warranty

Compatibility: iPhone, Android Smartphones, Tablets and Other USB-C and USB-C powered devices

Inclusions: With free cord and black pouch

Color: Navy blue / Charcoal Black

With logo: Yes, on one side

Print type: Laser

Other specifications: With LED digital display/light indicator for current battery level