



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

## REQUEST FOR QUOTATION

The Department of Budget and Management (DBM), through its Administrative Service (AS), will undertake a Small Value Procurement for the *"Supply, Delivery, and Installation of Conference Phones with Expansion Microphones Kits"* in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

- Name of Project** : *"Supply, Delivery, and Installation of Conference Phones with Expansion Microphones Kits"*
- Approved Budget for the Contract** : One Hundred Thirteen Thousand Pesos Only (Php113,000.00)
- Specifications** : See the attached Annex "A" for specifications
- Location** : G/F DBM Building III, Gen. Solano St., San Miguel, Manila
- Delivery Term** : Within thirty (30) calendar days from receipt of the Notice to Proceed

Interested suppliers are required to submit their valid and current Mayor's Permit and PhilGEPS Registration Certificate, and price quotation (Annex "A").

Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialled by the bidder or his/her duly authorized representative/s.

Submission of quotation and eligibility documents is on or before 3:00 p.m. of **November 14, 2016** at the Administrative Service, Ground Floor, DBM Bldg. III, Gen. Solano St., San Miguel, Manila. Open submission may be submitted, manually or through facsimile at fax no. 735-1957.

For inquiry, you may contact us at tel. nos. 735-4902 or 791-2000 local 3115.

Very truly yours,

  
ATTY. ANDREA CELENE M. MAGTALAS  
Director IV, Administrative Service

**PRICE QUOTATION FORM**

Date: \_\_\_\_\_

The Administrative Service  
 Department of Budget and Management  
 Ground Floor, DBM Bldg. III, Gen. Solano St.,  
 San Miguel, Manila

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Description	Specification	Quantity	Unit Price	Total Price
<b>Conference Microphones</b>	<ul style="list-style-type: none"> <li>• Expandable</li> <li>• With display</li> <li>• Includes 220-240V AC power/telco module</li> <li>• Power cord with UK plug</li> <li>• 6.4m console cable</li> <li>• 2.8m telco cable</li> </ul>	<b>2 units</b>		
<b>Expansion Microphone Kits</b>	-Should include: <ul style="list-style-type: none"> <li>• 2 expansion microphones</li> <li>• 2 3m/9.7ft expansion microphones cables</li> </ul> -Should be compatible with the conference microphones to be delivered	<b>2 units</b>		
Total (inclusive of VAT)				

*Note: Inclusive of installation and one (1) year warranty*

(Amount in Words) \_\_\_\_\_

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

Very truly yours,

\_\_\_\_\_  
 Name/Signature of Representative

\_\_\_\_\_  
 Name of Company

\_\_\_\_\_  
 Contact No.