



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 *"Printing and Delivery of 2018 Philippine Government Directory of Agencies and Officials"*, in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

- Name of Project** : *"Printing and Delivery of 2018 Philippine Government Directory of Agencies and Officials"*
- Approved Budget for the Contract** : Seven Hundred Seventy Six Thousand Five Hundred Pesos (776,500.00)
- Specifications** : See the attached Annex "A" for specifications
- Location** : G/F DBM Building III, Gen. Solano St., San Miguel, Manila
- Delivery Term** : Please see attached Schedule of Requirements

Interested suppliers are required to submit their valid and current Mayor's Permit, Annual Income Tax Return/Business Tax Return, PhilGEPS Registration Number, Omnibus Sworn Statement, Schedule of Requirements and price quotation form (Annex "A").

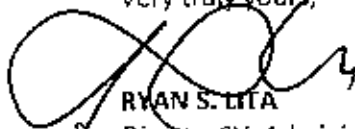
Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

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 24, 2017** 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 657-3300 local 3115.

Very truly yours,



RYAN S. LITA  
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 (Stock and Color)		Quantity	Unit Price	Total Price
	Cover	Inside			
2018 Philippine Government Directory of Agencies and Officials (Filipino Version)	7.5 x 10 inches with 3.5 inches flap (front & back cover)  4 color CMYK (front and back cover)  3D lamination  C2S 220 lbs.	7 x 10 inches  1 Special Color  Matte paper 70 lbs.  Divider: 7 x 10 inches Matte paper 120 lbs. 4 colors 8 leaves	500 copies		
	Binding: Smyth sewn perfect No. of Pages: 350				
2018 Philippine Government Directory of Agencies and Officials (English Version)	7.5 x 10 inches with 3.5 inches flap (front & back cover)  4 color CMYK (front and back cover)  3D lamination  C2S 220 lbs.	7 x 10 inches  1 Special Color  Matte paper 70 lbs.  Divider: 7 x 10 inches Matte paper 120 lbs. 4 colors 8 leaves	5,000 copies		
	Binding: Smyth sewn perfect No. of Pages: 350				
Box (Envelope)	Size: 7 ¼ x 10 ¼ x ¾ - folded		2,000		

2-piece gift box	Front cover: Color – 4 color CMYK Paper – Fold coat 15  Back cover: Paper – Fold coat 15			
Total (inclusive of VAT)				

21

(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.

## ***Section VI. Schedule of Requirements***

The delivery schedule expressed as weeks/months stipulates hereafter the date of delivery to the project site.

Item	Description	Quantity	Delivery Schedule
	The Contractor shall provide the following needed for the project:		
1.	Submission of Printer's Proof		Within two (2) calendar days after receipt of digital file from DBM – end user
2.	Government Directory 2018 Edition (English version)	2,500 copies	First delivery: 2,500 copies Within 15 calendar days after the approval of the printer's proof
		2,500 copies	Second delivery: 2,500 Within 25 calendar days after the approval of the printer's proof
3	Government Directory 2018 Edition (Filipino version)	500 copies	Full delivery: 500 copies Within 15 calendar days after the approval of the printer's proof
4	2-piece gift box	2,000 boxes	Full delivery: 2,000 boxes Within 15 calendar days after the approval of the printer's proof

I hereby certify to comply and deliver all the above requirements.

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name of Representative

\_\_\_\_\_  
Date

*JS*