



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

**REQUEST FOR PRICE QUOTATION NO. 2024-12-0009**

The Department of Budget and Management-National Capital Region (DBM-NCR), through its Bids and Awards Committee (BAC), will undertake Section 53.9 Small Value Procurement for the supply and delivery of "**Corrugated Box with Cover**", in accordance with Annex "H" of the Republic Act No. 9184 and its Implementing Rules and Regulations.

**Name of Project:** Supply and Delivery of Four Hundred Forty (440) pcs of Corrugated Box with Cover

**Approved Budget for the Contract:** Twenty-Seven Thousand & Sixty Pesos Only (27,060.00)

**Specifications:** See the attached Annex "B" for specifications.

**Location:** Department of Budget and Management-National Capital Region  
2<sup>nd</sup> Floor Arcache Building General Solano corner Nepomuceno Streets  
San Miguel, Manila

**Delivery Term:** Within fifteen (15) working days from the receipt of Purchase Order (P.O.)

Interested suppliers are required to submit their valid and current Mayor's Permit or Business Permit, PhilGEPS Registration Number and price quotation form (Annex "A"), Technical Specifications (Annex "B") during submission of offer/quotation.

Award shall be made to the lowest/single 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 initialed by the supplier or his/her duly authorized representative/s.

Submission of quotation and eligibility documents is on or before 05:00 p.m. of December 18, 2024 at 2<sup>nd</sup> Floor Arcache Building General Solano corner Nepomuceno Streets San Miguel, Manila. Open submission may be submitted, manually or through email at **fambiong@dbm.gov.ph**. For inquiry, you may contact us at telephone number 7003-8837 and/or email **fambiong@dbm.gov.ph**.

Very truly yours,

  
**JOSEPH CICERO M. SY**  
*Chairperson, DBM-NCR BAC*

## PRICE QUOTATION FORM

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

**THE CHAIRPERSON**

Bids and Award Committee

Department of Budget and Management-National Capital Region (DBM-NCR)

2<sup>nd</sup> Floor Arcache Building General Solano corner Nepomuceno Streets

San Miguel, Manila

Dear Sir:

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

Qty	Unit	Description	Unit Price	Total Price
440	Pcs	Supply and Delivery of Corrugated Box with Cover <i>Printing and Production</i>  <i>See attached "Annex B" for the Technical Specifications.</i>		
<b>VAT</b>				
<b>TOTAL (inclusive of VAT)</b>				
<b>Amount in Words</b>				

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

Very truly yours.

\_\_\_\_\_  
Name/Signature of Representative\_\_\_\_\_  
Name of Company\_\_\_\_\_  
Contact Number

**TECHNICAL SPECIFICATIONS**

The bidder must state here either "Comply" or "Not Comply" against each of the individual parameters of each specification.

<b>Supply and Delivery of Corrugated Box with Cover</b>																			
<b>Unit</b>	<b>Item Description</b>	<b>Quantity</b>	<b>Bidder`s Statement of Compliance</b>																
<b>Pcs</b>	<b>Supply and Delivery of Corrugated Box with Cover <i>Printing and Production</i></b>	<b>440</b>																	
Body: 400 x 180 x 247 mm																			
Cover: 415 x 188 x 50 mm																			
175-c																			
Design: Die-cut with Print, please see the below layout																			
<i>For Left and Right sides:</i>																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"><b>BOX NO.</b></td> <td style="width: 25%;"><b>PERIOD COVERED:</b></td> <td colspan="2"><b>AGENCY/LGU:</b></td> </tr> <tr> <td><b>RDS/GRDS ITEM NO.</b></td> <td colspan="3"><b>RECORDS SERIES TITLE AND DESCRIPTION:</b></td> </tr> <tr> <td colspan="2"><b>RETENTION PERIOD:</b></td> <td colspan="2"><b>DISPOSAL YEAR:</b></td> </tr> <tr> <td colspan="2"><b>TURNED-OVER BY (B/S/O):</b></td> <td colspan="2"><b>DATE OF TURN-OVER:</b></td> </tr> </table> <p style="text-align: center;"><b>DEPARTMENT OF BUDGET AND MANAGEMENT CENTRAL RECORDS DIVISION G/F, DBM BLDG. III, GEN. SOLANO ST., SAN MIGUEL, MANILA</b></p>				<b>BOX NO.</b>	<b>PERIOD COVERED:</b>	<b>AGENCY/LGU:</b>		<b>RDS/GRDS ITEM NO.</b>	<b>RECORDS SERIES TITLE AND DESCRIPTION:</b>			<b>RETENTION PERIOD:</b>		<b>DISPOSAL YEAR:</b>		<b>TURNED-OVER BY (B/S/O):</b>		<b>DATE OF TURN-OVER:</b>	
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<b>TURNED-OVER BY (B/S/O):</b>		<b>DATE OF TURN-OVER:</b>																	
<i>For Top side:</i>																			
<b>UNAUTHORIZED DISPOSAL OF GOVERNMENT RECORDS PROHIBITED UNDER R.A. NO. 9470 S. 2007</b>																			
Note: Actual layout shall be provided upon request of the bidder(s) for proofing and costing purposes, if necessary.																			
C-Flute																			
Other requirements:																			
The actual sample of corrugated box with print shall be provided to the procuring entity (PE) three (3) calendar days upon the submission of quotations, which form part of the review, evaluation, and award of the project.																			

Delivery of the 440 pieces Corrugated Box with Cover within fifteen (15) working days upon receipt of the Award.		
<b>Total Cost in Words:</b>		
<b>Total Cost in Figures:</b>		

<b>PAYMENT DETAILS</b>	
<i>Payment Terms:</i>	Payment shall be made using Land Banks' LDDAP-ADA/Bank Transfer service following the submission of an accurate invoice or billing statement and the completion of any additional PO (contract)-mandated requirements in addition to the Property Officer's assessment of conformity, examination, and acceptance of the items.
Bank Name:	
Account Number:	
Account Name:	
Branch/Address:	

\*\*\* Nothing Follows \*\*\*

<b>BOX NO.</b>	<b>PERIOD COVERED:</b>	<b>AGENCY/LGU:</b>
<b>RDS/GRDS ITEM NO.</b>	<b>RECORDS SERIES TITLE AND DESCRIPTION:</b>	
<b>RETENTION PERIOD:</b>		<b>DISPOSAL YEAR:</b>
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**DEPARTMENT OF BUDGET AND MANAGEMENT**  
**CENTRAL RECORDS DIVISION**  
 G/F, DBM BLDG. III, GEN. SOLANO ST., SAN MIGUEL, MANILA

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**UNAUTHORIZED DISPOSAL OF GOVERNMENT RECORDS PROHIBITED  
UNDER R.A. NO. 9470 S. 2007**