



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

REQUEST FOR QUOTATION
No. 25-006

The **Department of Budget and Management (DBM)** through its **Administrative Service**, intends to procure "**Procurement of Books**" for FY 2025 in accordance with **Section 53.9** (Negotiated Procurement – Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein, **subject to the attached Annexes A, B (Terms and Conditions), and C (Terms of Reference)** provided as part of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than** 21 FEB 2025, **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 **2025 Business/Mayor's Permit** 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 (GPPB-prescribed forms)** 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 Quotation¹.

For any clarification, you may contact us at telephone no. **(02) 8657-3300 local 3115** or email address at eestipona@dbm.gov.ph



AARON ALBERTO A. ESCALONA
Chief Administrative Officer 

¹ 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	Time Series and Panel Data Econometrics by M. Hashem Pesaran c2015	1 piece				←
B	Public Policy Analysis: An Integrated Approach, 6th Edition by William N. Dunn c2018	1 piece				←
C	Public Financial Management and Its Emerging Architecture by M. Cangiano, Teresa R Curristine, Michel Lazare c2013	1 piece				←
D	An Infrastructure Governance Approach to Fiscal Management in State-Owned Enterprises and Public-Private Partnerships by Asian Development Bank c2022	1 piece				←
E	Applied Budgeting Techniques for the Public Sector 1st Edition by Aman Khan c2023	1 piece				←
F	Public Sector Reform and Performance Management in Developed Economies (Routledge Studies in Management, Organizations and Society) 1st Edition by Zahirul Hoque c2021	1 piece				←
G	Public Sector Reform and Performance Management in Emerging Economies: Outcomes-Based Approaches in Practice (Routledge Studies in Management, Organizations and Society) 1st Edition by Zahirul Hoque c2021	1 piece				←
H	From Paychecks to Pension: Step-by-Step Financial Guidance for Public Sector Employees by Kyle Steele c2021	1 piece				←
I	Public Sector Accounting and Finance by Prof Stephen Sunday Sharang Ph.D. c2020	1 piece				←

J	THE ETHICS PRIMER FOR PUBLIC ADMINISTRATORS IN GOVERNMENT AND NONPROFIT ORGANIZATIONS by SVARA, JAMES H. c2014 2022	1 piece				←
K	Sustainable Finance and Investments by Gonzalez, Elisa c2022	1 piece				←
L	Brand Management in Digital and Sustainable Times by Santos, Joao Heitor c2021	1 piece				←
M	Fundamentals of Corporate Finance by Richard Brealey, Stewart Myers and Alan Marcus c2023	1 piece				←
N	Handbook of Public Finance by Ari, Vijay Kumar c2021	1 piece				←
O	The Basics of Bitcoins and Blockchains: An Introduction to Cryptocurrencies and the Technology that Powers Them (Cryptography, Derivatives Investments, Futures Trading, Digital Assets, NFT) by Antony Lewis c2018	1 piece				←
P	Public Sector Financial Management for Sustainability and SDGs in Europe by Marco Bisogno, Isabel Brusca, Eugenio Caperchione, Sandra Cohen, Francesca Manes Rossi c2024-July2024	1 piece				←
Q	Fundamentals of Public Budgeting and Finance by Aman Khan c29 Jul-42024	1 piece				←
R	Finnish Public Administration by Elias Pekkola, Jan-Erik Johanson, Mikko Mykkänen c2023	1 piece				←
S	The Basics of Public Budgeting and Financial Management: A Handbook for Academics and Practitioners Fourth Edition by Charles E. Menifield c2020	1 piece				←
T	Financial Management and Accounting in the Public Sector by Gary Bandy c2023	1 piece				←

<u>PAYMENT DETAILS</u>	
<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

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. **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 ADVOCACY, COMMUNICATIONS AND TRAINING SERVICE (ACTS), as 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.**
11. **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.**
12. 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.

13. 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.
14. In compliance with Section 4.3 of Appendix 33 of the 2016 Revised IRR of RA No. 9184 and consistent with Administrative Order No. 34, s. of 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

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

TERMS OF REFERENCE

I. BACKGROUND

The Department of Budget and Management (DBM) Library is committed to provide its clients updated and relevant collections of books and materials to assist them with their information needs. In this regard, the DBM Library aims to procure books on public administration and public financial management which the DBM employees can use for their research needs.

II. TECHNICAL SPECIFICATIONS AND SCHEDULE OF REQUIREMENTS

Quantity	Particulars	Delivery Schedule
1	Time Series and Panel Data Econometrics by M. Hashem Pesaran c2015	Within 60 calendar days upon receipt of the Notice to Proceed.
1	Public Policy Analysis: An Integrated Approach, 6th Edition by William N. Dunn c2018	
1	Public Financial Management and Its Emerging Architecture by M. Cangiano, Teresa R Curristine, Michel Lazare c2013	
1	An Infrastructure Governance Approach to Fiscal Management in State-Owned Enterprises and Public-Private Partnerships by Asian Development Bank c2022	
1	Applied Budgeting Techniques for the Public Sector 1st Edition by Aman Khan c2023	
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1	From Paychecks to Pension: Step-by-Step Financial Guidance for Public Sector Employees by Kyle Steele c2021	
1	Public Sector Accounting and Finance by Prof Stephen Sunday Sharang Ph.D. c2020	
1	THE ETHICS PRIMER FOR PUBLIC ADMINISTRATORS IN GOVERNMENT AND NONPROFIT ORGANIZATIONS by	

	SVARA , JAMES H. c2014 2022	Within 60 calendar days upon receipt of the Notice to Proceed.
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1	Handbook of Public Finance by Ari, Vijay Kumar c2021	
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1	The Basics of Public Budgeting and Financial Management: A Handbook for Academics and Practitioners Fourth Edition by Charles E. Menifield c2020	
1	Financial Management and Accounting in the Public Sector by Gary Bandy c2023	
1	Financial Management for Public, Health, and Not-for-Profit Organizations by Steven A. Finkler (Author), Thad D. Calabrese (Author), Daniel L. Smith (Author) c2022	
1	Understanding Government Budgets: A Guide to Practices in the Public Service 2nd Edition by R. Mark Musell (Author), Ryan Yeung (Author) c2020	
1	Public Administration 9th Edition by David H. Rosenbloom (Author), Robert S. Kravchuk (Author), Richard M Clerkin (Author) c2022	
1	The Politics of Public Budgeting: Getting and Spending, Borrowing and Balancing 9th Edition by Irene S. Rubin (Author) c2019	

III. BUDGET

The total proposed budget for the supply and delivery of books is **Php 201,000.**

IV. TERMS OF PAYMENT

The Terms of Payment shall be as follows:

1. Full payment upon complete delivery of materials.
2. Payment shall be subject to any applicable tax obligation/deduction.

V. FUNDING SOURCE

The proposed budget shall be charged against the 2025 DBM budget.