



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

REQUEST FOR QUOTATION
No. 25-008

The **Department of Budget and Management (DBM)** through its **Administrative Service**, intends to procure **"Supply and Delivery of Curated Gift Sets for the CY 2025 Implementation of DBM's Rewards and Recognition System"** 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 and B (Terms and Conditions)** provided as part of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than** 26 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)
	Category	Frequency of Grant	Maximum amount of Memento per DO No. 14, s. 2023	Items with their Technical Specifications				

Supply and Delivery of Curated Gift Sets for the CY 2025 Implementation of DBM's Rewards and Recognition System

A	DBM—PRAISE Most Valuable Personnel (MVP) Awardees (Rank 1)	As the need arises/ as per PRAISE Committee's / AS' release of its resolution	P25,000.00 per official/ employee	<ul style="list-style-type: none"> • <u>Minimum item requirements:</u> <ul style="list-style-type: none"> ○ 18k jewelry item with authenticity card, or minimalist watch that is at least 10 ATM water-resistant stainless-steel ○ Genuine leather item with original/authentic care card ○ At least 3 more non-consumable unisex items printed with the DBM logo • <u>Packaging</u> <ul style="list-style-type: none"> ○ White hardbound magnetic box, lid printed in gold with the Department of Budget and Management logo ○ With non-plastic fillers ○ With fabric ribbon in color gold, or red and blue ○ With white gift card printed/stamped with a gold DBM logo 	2* pieces			
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Item	Description				Total Quantity	Bidder's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
	Category	Frequency of Grant	Maximum amount of Memento per DO No. 14, s. 2023	Items with their Technical Specifications				

Supply and Delivery of Curated Gift Sets for the CY 2025 Implementation of DBM's Rewards and Recognition System

B	DBM– PRAISE MVP Awardees (individual)	As the need arises/ as per PRAISE Committee's /AS' release of its resolution	P10,000.00 per official/ employee	<ul style="list-style-type: none"> • <u>Minimum item requirements:</u> <ul style="list-style-type: none"> ○ Set of fountain pen (classic style, smooth matte black lacquer on brass with powdered surface, brass front part, gold/GT finish, stainless-steel medium nib, stainless-steel arrowhead clip, and with black ink) and ballpoint pen (classic style, smooth matte black lacquer on brass with powdered surface, brass front part, gold/GT finish, two-ball design, on/off cap with secured "click", and with blue ink) ○ Genuine leather item with original/ authentic care card ○ At least 2 more non-consumable unisex items printed with the DBM logo • <u>Packaging</u> <ul style="list-style-type: none"> ○ White hardbound box, lid printed in gold with the Department of Budget and Management logo ○ With non-plastic fillers ○ With fabric ribbon in color gold, or red and blue ○ With white gift card printed/stamped with a gold DBM logo 	6* pieces			
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Item	Description				Total Quantity	Bidder's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
	Category	Frequency of Grant	Maximum amount of Memento per DO No. 14, s. 2023	Items with their Technical Specifications				
Supply and Delivery of Curated Gift Sets for the CY 2025 Implementation of DBM's Rewards and Recognition System								
C	DBM—PRAISE MVP Awardees (not entitled to step increment)	As the need arises/ as per PRAISE Committee's /AS' release of its resolution	P5,000.00 per official/ employee	<ul style="list-style-type: none">• <u>Minimum item requirements:</u><ul style="list-style-type: none">○ Diffuser alarm clock with sound therapy, USB cable and essential oil; or oscillating tower fan with ionizer○ Acupuncture mat and pillow set○ At least 1 more non-consumable unisex item printed with the DBM logo• <u>Packaging</u><ul style="list-style-type: none">○ Standard product packaging○ With fabric ribbon in color gold, or red and blue○ With white gift card printed/stamped with a gold DBM logo <p style="text-align: center;">~</p>	10* pieces			

Item	Description				Total Quantity	Bidder's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
	Category	Frequency of Grant	Maximum amount of Memento per DO No. 14, s. 2023	Items with their Technical Specifications				

Supply and Delivery of Curated Gift Sets for the CY 2025 Implementation of DBM's Rewards and Recognition System

D	DBM—PRAISE Special Awardees	As the need arises/ as per PRAISE Committee's /AS' release of its resolution	P25,000.00 per official/ employee	<ul style="list-style-type: none"> • <u>Minimum item requirements:</u> <ul style="list-style-type: none"> ○ Smart watch (44mm or 40mm display, swim proof, retina display up to 1,000 nits, high and low heart rate notifications, irregular rhythm notification, emergency SOS, fall and crash detection, cellular connectivity) ○ Digital smart weighing scale (compatible with Android/iOS App, with 13 Health Measurements: Bluetooth body fat scale with weight, BMI, body fat percentage, fat-free body weight, subcutaneous fat, visceral fat, body water, skeletal muscle rate, muscle mass, bone mass, protein, BMR and metabolic age, with body composition analyzer auto-generate data and chart on Android / iOS App) ○ At least 1 more non-consumable unisex item printed with the DBM logo • <u>Packaging</u> <ul style="list-style-type: none"> ○ Standard product packaging ○ With fabric ribbon in color gold, or red and blue ○ With white gift card printed/stamped with a gold DBM logo <p style="text-align: center;">~</p>	2* pieces			
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Item	Description				Total Quantity	Bidder's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
	Category	Frequency of Grant	Maximum amount of Memento per DO No. 14, s. 2023	Items with their Technical Specifications				
Supply and Delivery of Curated Gift Sets for the CY 2025 Implementation of DBM's Rewards and Recognition System								
E	DBM—PRAISE Special Awardees (team)	As the need arises/ as per PRAISE Committee's /AS' release of its resolution	P5,000.00 per official/ employee	<ul style="list-style-type: none">• <u>Minimum item requirements:</u><ul style="list-style-type: none">○ 450 ml flask bottle printed with the DBM logo○ 350 ml double walled glass with bamboo lid, lid engraved with the DBM logo○ Metal pen with engraved with the DBM logo○ 5.25x4.25 100 pages note pad with DBM logo and name on the lower middle part of the pad○ 128GB USB printed with the DBM logo○ 10000mah power bank printed with the DBM logo○ Black wireless mouse○ 15"-16" inch black polyester laptop sleeve printed with the DBM logo• <u>Packaging</u><ul style="list-style-type: none">○ White hardbound box, lid printed in gold with the Department of Budget and Management logo○ With non-plastic fillers○ With fabric ribbon in color gold, or red and blue○ With white gift card printed/stamped with a gold DBM logo	10* pieces			

Item	Description				Total Quantity	Bidder's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
	Category	Frequency of Grant	Maximum amount of Memento per DO No. 14, s. 2023	Items with their Technical Specifications				
Supply and Delivery of Curated Gift Sets for the CY 2025 Implementation of DBM's Rewards and Recognition System								
F	DBM–PRAISE External Evaluators	As the need arises/ as per PRAISE Committee's /AS' release of its resolution	P2,500.00 per official/ employee	<ul style="list-style-type: none">• <u>Minimum item requirements:</u><ul style="list-style-type: none">○ Combination of at least 3 items, at least 2 of which are non-consumable unisex items printed with the DBM logo.○ If there is any consumable item, the same should be without the common product allergens and with expiration not earlier than 31 December 2025.• <u>Packaging</u><ul style="list-style-type: none">○ White hardbound box, lid printed in gold with the Department of Budget and Management logo○ With non-plastic fillers○ With fabric ribbon in color gold, or red and blue white gift card printed/stamped with a gold DBM logo <p style="text-align: center;">~</p>	6* pieces			
Payment shall be proportionate to the amount of items delivered, and in accordance with existing accounting and auditing rules								N/A

*Quantity is for bidding purposes only. Actual quantity may change based on the actual number of employees evaluated to be entitled to memento/memorabilia items


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

SCHEDULE OF REQUIREMENTS			
Item	Description	Delivery Schedule	Bidder's Statement of Compliance
A	Supply and Delivery of Curated Gift Sets for the CY 2025 Implementation of DBM's Rewards and Recognition System	<p>The period for the performance of the obligations under the Contract shall be for twelve (12) months from receipt of the Notice to Proceed, but not beyond the validity of the appropriation for the Project.</p> <p>The items shall be delivered within fifteen (15) workdays or as agreed upon from receipt of the letter order/online order from the Director of the DBM-Administrative Service.</p>	



FINANCIAL OFFER	
Approved Budget for the Contract	Total Offered Quotation
<p>Two Hundred Seventy Two Thousand Pesos Only</p> <p>(Php 272,000.00)</p>	<p>In words:</p> <hr/> <hr/> <hr/> <hr/> <p>In figures:</p> <hr/> <hr/> <hr/> <hr/>



<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 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. 
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 Administrative Service-Human Resource Management Division (AS-HRMD), 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