



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
REGIONAL OFFICE IV-A (CALABARZON)

REQUEST FOR QUOTATION

Date: March 3, 2025
Quotation No.: DBM4A-SVP-2025-006

The **Department of Budget and Management Regional Office (DBM RO) IV-A** intends to procure **Room Accommodation for DBM RO IV-A Personnel (Conduct of Annual Planning, Performance Evaluation and Assessment Review [APPEAR])** in accordance with Section 53.9 Negotiated Procurement – Small Value Procurement of the 2016 revised Implementing Rules and Regulations of Republic Act (RA) No. 9184, to wit:

Particulars	Quantity	Approved Budget for the Contract
Room Accommodation with Hotel Transfer for DBM RO IV-A Personnel (Conduct of Annual Planning, Performance Evaluation and Assessment Review [APPEAR]) March 19-21, 2025	1 lot	P150,000.00

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 **March 11, 2025, 3:00 PM** at the 2F DBM Arcache Building, 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 Permit¹** and **PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. A **valid and updated PhilGEPS Registration Certificate** may be submitted in lieu of the Mayor's/Business Permit.

The Supplier/Service Provider with the Sine/Lowest Calculated Quotation shall submit its **Omnibus Sworn Statement (GPPB-prescribed forms) and Income/Business Tax Return (for ABC's above P500k)²** within a non-extendible period of five (5) calendar days from receipt of the notice from DBM RO IV-A that it submitted the Single/Lowest Calculated Quotation. ³

¹ In case of recently expired Mayor's/Business permit, it shall be accepted together with its official receipt as proof that the bidder has applied for the renewal within the period prescribed by the concerned local government unit, provided, that the renewed permit shall be submitted after award of contract but before payment.

² Manually filed tax returns or filed through the EFPS

³ 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

For any clarification, you may contact us at telephone no. **(02) 8657-3300 local 8011** or email address at eobra@dbm.gov.ph.


JACQUELINE B. LUDOVICE
Chairperson
Bids and Awards Committee