

PRIVATIZATION AND MANAGEMENT OFFICE
104 Gamboa St., Legaspi Village, Makati City
www.pmo.gov.ph

REQUEST FOR QUOTATION (RFQ)

DATE: Feb. 09, 2024

Gentlemen/Ladies:

Please quote your lowest price(s) on the item(s) Supply and delivery of GAD advocacy items (jackets) with an Approved Budget for the Contract (ABC) of Two Hundred Fifty Five Thousand Pesos (Php 255,000.00). Submit your quotation to the authorized canvasser of this office, through fax at **8894-2205** or thru email at **dmgmadeja@pmo.gov.ph**, on or before February 16, 2024 / 12: PM. Bids received beyond the deadline for submission will not be considered.

The contract/purchase order will be awarded to the qualified bidder/supplier/service provider whose proposal is the lowest and most responsive to the requirements of the Privatization and Management Office (PMO) and has no pending report/deliverables to PMO. Bids in excess of the ABC and with non-compliant or incomplete documentary requirements submitted shall automatically be disqualified.

The PMO is in no way bound to accept the lowest price quotation or any proposal which is not advantageous to the government. Further, PMO reserves the right to accept or reject any or all price quotations/proposals at any time prior to contract award/purchase order without thereby incurring any liability to the affected bidder(s)/supplier(s)/service provider(s).

Please submit the following documentary requirements together with your quotation or proposal.

1. Certified photocopy of Mayor's/Business Permit
2. Certified photocopy of PhilGEPS Registration Number
(Certificate of Platinum Membership may be submitted in lieu of documents 1 and 2 above.)
3. Certified photocopy of Income/Business Tax Return (SVP with ABC above Php500K)
4. Notarized Omnibus Sworn Statement (SVP with ABCs above Php50K)
(original copy shall be submitted subject to the award of contract)

Thank you.

Very truly yours,


LIZELLE M. PEREZ
Administrative Officer V

QUOTATION

DATE: _____

Dear _____

We are pleased to submit our quotation/proposal for the procurement of Supply and Delivery of GAD Advocacy Items (jackets) with Reference No. PMO-24- 12

ABC: Two Hundred Fifty Five Thousand Pesos (Php 255,000.00)

MODE OF PROCUREMENT: Alternative Method - Small Value Procurement

ITEM NO.	QTY	UNIT	ARTICLES	BRAND	UNIT PRICE	TOTAL
1	170	Job	Supply and delivery of GAD advocacy items (jackets) (see attached for reference) <u>Specifications:</u> 1. Style: -Unisex coat jacket with collar, shoulder pads, zipper, and welt side pockets 2. Fabric Composition: - Cotton, Polyester, and Nylon 3. Color: Black <u>Note: Offerors shall submit sample of materials being offered along with their quotation.</u>		₱	₱
				TOTAL AMOUNT		₱

Amount in Words: _____

TERMS AND CONDITIONS:

1. Delivery Period: within thirty (30) working days from receipt of Purchase Order (P.O.)
2. Validity of Price Quotation: thirty (30) calendar days from date of submission of quotation
3. Terms of Payment: Within 15-30 calendar days from receipt of billing and complete supporting documents.

We are also submitting herewith the following documentary requirements:

1. Certified photocopy of Mayor's/Business Permit
2. Certified photocopy of PhilGEPS Registration Number
(Certificate of Platinum Membership may be submitted in lieu of documents 1 and 2 above.)
3. Certified photocopy of Income/Business Tax Return (SVP with ABC above Php500K)
4. Notarized Omnibus Sworn Statement (SVP with ABCs above Php50K)
(original copy shall be submitted subject to the award of contract)

Respectfully yours,

Signature : _____

Name of Supplier : _____

Designation : _____

Company Name: _____

Contact No. : _____