

## REQUEST FOR QUOTATION

Date: July 25, 2024

Solicitation No.: PMO-24-48

Company/Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

The **Privatization and Management Office (PMO)**, through its **Administrative Division**, intends to procure **Venue for PMO Planning Conference FY 2025** with an Approved Budget for the Contract (ABC) in the amount of **One Hundred Seventy Thousand Pesos (Php170,000.00)** in accordance with **Section 53.10 Negotiated Procurement - Lease of Real Property and Venue** of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Please quote your best offer for the item/s described herein using the **Technical Specifications Form** provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative not later than 5:00 PM of 29 July 2024 to **Imperez@pmo.gov.ph**.

Interested supplier shall also submit copies of the following documents together with the quotation on or before the above specified deadline of submission:

1. **Valid Mayor's or Business Permit; and**
2. **PhilGEPS Registration Number.**
3. **Income/ Business Tax Return**

In lieu of items 1 and 2, a valid Certificate of PhilGEPS Registration (*Platinum Membership*) with updated class "A" eligibility documents may be submitted.

The Head of the Procuring Entity (HoPE) of the PMO reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 Revised IRR of RA No. 9184, without thereby incurring any liability to the affected supplier or suppliers.

For any clarification, you may contact us at (02) 8894 - 2205 or send an email at **Imperez@pmo.gov.ph**.

  
**Lizelle M. Perez**  
Administrative Officer V, End User

TECHNICAL SPECIFICATIONS FORM

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

Company/Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

- 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.
- Suppliers must state "Comply" or any equivalent term in the column "Statement of Compliance" against each of the individual parameters of each specification.

Project Title: Venue for PMO Planning Conference FY 2025								
Mode of Procurement: Alternative Method - Lease of Real Property and Venue								
PMO Requirements			Supplier's Offer					Statement of Compliance ("Comply" or "Not Comply")
Item No:	Technical Specifications	Quantity	Item No:	Technical Specifications	Quantity	Unit Cost	Total Cost	
1	Venue for PMO Planning Conference FY 2025 on September 9-10, 2024 within Makati (25-30pax). Requirements: Use of venue for two (2) days; Meal of six (6) sets:(Buffet Lunch - 2; A.M. Snack - 2; PM Snack - 2);Use of LCD Projector and screen for 2 days; Use of Sound System with microphones.	1	1					
ABC: One Hundred Seventy Thousand Pesos (Php170,000.00)			Additional VAT and other Government Taxes:					
			GRAND TOTAL (must not be above the ABC): (amount in figures and in words)					
Other Requirements:								
Price Validity: Thirty (30) calendar days from the date of submission of quotation								
Delivery Requirements: Within fifteen (15) calendar days upon receipt of Purchase Order								
Terms of Payment: Within 15-30 calendar days upon receipt of billing and complete supporting documents.								

Attached in this quotation are copies of the following documentary requirements:

1. Valid Mayor's or Business Permit; and
2. PhilGEPS Registration Number;
3. Income/ Business Tax Return

In lieu of items 1 and 2, a valid Certificate of PhilGEPS Registration (*Platinum Membership*) with updated class "A" eligibility documents is herein attached. **(If PhilGEPS Platinum is submitted)**

Prepared by: \_\_\_\_\_  
Authorized Representative  
(signature over printed name)