

**PRIVATIZATION AND MANAGEMENT OFFICE**

104 Gamboa St., Legaspi Village, Makati City  
www.pmo.gov.ph

**REQUEST FOR QUOTATION (RFQ)**

DATE : Oct. 24, 2023

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\_\_\_\_\_

Gentlemen/Ladies:

Please quote your lowest price(s) on the item(s) Supply and Delivery of Gender and Development (GAD) Advocacy Items for VAWC - Polo T-Shirts with an Approved Budget for the Contract (ABC) of Seventy Thousand Pesos (Php 70,000.00). Submit your quotation to the authorized canvasser of this office, through fax at **8894-2205** or thru email at **rrdumili@pmo.gov.ph**, on or before Oct. 27, 2023 / 12:NN. 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. Notarized Omnibus Sworn Statement (SVP with ABCs above Php 50k)

Thank you.

Very truly yours,

  
**MA. ELENA D. DE LEON**  
Administrative Officer V

QUOTATION

DATE: \_\_\_\_\_

Dear \_\_\_\_\_

We are pleased to submit our quotation/proposal for the procurement of Supply of Labor and Materials for Gender and Development (GAD) Polo T-Shirts with Reference No. PMO-23- 70

ABC: Seventy Thousand Pesos (Php 70,000.00)  
MODE OF PROCUREMENT: Alternative Method - Small Value Procurement

ITEM NO.	QTY	UNIT	ARTICLES	BRAND	UNIT PRICE	TOTAL
1	162	Job	<p><b>Supply of labor and materials for Gender and Development (GAD) Polo T-Shirts</b></p> <p><u>Specifications:</u></p> <p>1. Style: Polo</p> <p>2. Color: Orange and White (See attached design)</p> <p>3. Fabric: 200 gsm</p> <p>4. Logos Size: 1.5 in. (See attached)</p> <p>5. Prescribed design size: 2.5 in. (W) x 3.5 in. (H) (See attached)</p> <p>6. Printing Method: Sublimation</p> <p>7. Print Design: Print size must be visually clear</p> <p>8. Submit sample output for approval before bulk printing</p> <p><b>Note: Submit sample of materials being offered with quotation.</b></p>		₱	₱
				<b>TOTAL AMOUNT</b>	₱	

Amount in Words: \_\_\_\_\_

**TERMS AND CONDITIONS:**

1. Delivery Period: within fifteen (15) 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. Warranty Period : None
4. 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. Notarized Omnibus Sworn Statement (SVP with ABCs above Php 50k)

Respectfully yours,

Signature : \_\_\_\_\_

Name of Supplier : \_\_\_\_\_

Designation : \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact No. : \_\_\_\_\_