

**PRIVATIZATION AND MANAGEMENT OFFICE**

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

**REQUEST FOR QUOTATION (RFQ)**

DATE : Jan. 24, 2024

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\_\_\_\_\_

Gentlemen/Ladies:

Please quote your lowest price(s) on the supply of Purified Drinking Water to PMO for CY 2024 with an Approved Budget for the Contract (ABC) of One Hundred Thousand Pesos (Php 100,000.00). Submit your quotation to the authorized canvasser of this office, through fax at **8894-2205** or thru email at **rjolita@pmo.gov.ph**, on or before Jan. 31, 2024. 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 Latest Income / Business Tax Return
4. Notarized Omnibus Sworn Statement (SVP with ABCs above Php 50k)
5. List of all ongoing and completed government and private contracts within the last two years (2022 to 2023) from the submission of Request for Quotation

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 of Purified Drinking Water to PMO for CY 2024 with Reference No. PMO-24- 02

**ABC: Seventy Thousand Pesos (Php 100,000.00)**  
**MODE OF PROCUREMENT: Alternative Method - Small Value Procurement**

ITEM NO.	QTY	UNIT	ARTICLES	BRAND	UNIT PRICE	TOTAL
1	1	lot	Supply of Purified Drinking Water (60 5-gallons per week for 4 weeks for 12 months)		₱	₱
				<b>TOTAL AMOUNT</b>		₱

**Amount in Words:**

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**TERMS AND CONDITIONS:**

1. Delivery Period: within seven (7) calendar 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. Certified photocopy of Latest Income / Business Tax Return
4. Notarized Omnibus Sworn Statement (SVP with ABCs above Php 50k)
5. List of all ongoing and completed government and private contracts within the last two years (2022 to 2023) from the submission of Request for Quotation

Respectfully yours,

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

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

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

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

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