

PRIVATIZATION AND MANAGEMENT OFFICE

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

REQUEST FOR QUOTATION (RFQ)

DATE : Feb. 03, 2024

Gentlemen/Ladies:

Please quote your lowest price(s) on the item(s) Venue for GAD Activity and Team Building with an Approved Budget for the Contract (ABC) of Four Hundred Thousand Pesos (Php 400,000.00). Submit your quotation to the authorized canvasser of this office, through fax at **8818-8304** or thru email at **rrdumili@pmo.gov.ph**, on or before February 06, 2024 / 12:00PM. 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)
4. Certified Photocopy of Latest Income/Business Tax Returns.

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 Venue for GAD Activity and Team Building with Reference No. PMO-24- 08

ABC: Four Hundred Thousand Pesos (Php 400,000.00)

MODE OF PROCUREMENT: Alternative Method - Small Value Procurement

ITEM NO.	QTY	UNIT	ARTICLES	BRAND	UNIT PRICE	TOTAL
1		lot	<p>Venue within Bulacan that can accommodate at least 85 persons on March 7-8, 2024 for PMO GAD Activity and Team Building.</p> <p>Requirements:</p> <ul style="list-style-type: none">- Use of venue for two (2) days- Meal of five (5) sets (Buffet Lunch - 2; Buffet Dinner-1; A.M. Snack - 2; PM Snack - 2)- Room Accommodations: (all inclusive of breakfast for one (1) day):<ol style="list-style-type: none">1. Four (4) rooms good for 1 pax2. Twelve (12) rooms good for 4-5pax3. Three (3) room for 7-8 pax- Use of LCD Projector and screen for 2 days- Use of Basic Sound System with microphones- Use of Team Building Facilities- Parking Slots for at least 5 vehicles for 2 days <p>Note: ABC shall be inclusive of all taxes</p>		₱	₱
TOTAL AMOUNT						₱

Amount in Words:

TERMS AND CONDITIONS:

1. Delivery Period: none
2. Validity of Price Quotation: thirty (30) calendar days from date of submission of quotation
3. Warranty Period: None
4. Terms of Payment: 15% Downpayment of the contract price and Full Payment upon check-out

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).
4. Certified Photocopy of Latest Income/Business Tax Returns.

Respectfully yours,

Signature : _____

Name of Supplier : _____

Designation : _____

Company Name: _____

Contact No. : _____