

Solicitation No. PMO-22-07

PRIVATIZATION AND MANAGEMENT OFFICE

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

REQUEST FOR QUOTATION (RFQ)

DATE FEBRUARY 18, 2022

Gentlemen/Ladies:

Please quote your lowest price(s) on the item(s) for the **Janitorial/Housekeeping Supplies** with an Approved Budget for the Contract (ABC) of **Six Hundred Twenty-One Thousand Nine Hundred Fifty-Nine Pesos and Fifty Centavos (Php621,959.50) for one year**. Submit your quotation to the authorized canvasser of this office, through fax at **8817-6661** or thru email at **mmnatividad@pmo.gov.ph**, on or before FEBRUARY 24, 2022, 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. Certified photocopy of Income/Business Tax Return (SVP with ABC above Php500K)
4. Notarized Omnibus Sworn Statement (SVP with ABCs above Php50K)

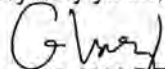

Choose an item.

Choose an item.

Choose an item.

Thank you,

Very truly yours,


GINA P. VALDEZ
End User - MDI 

QUOTATION

DATE: _____

Dear (Name of End-User);

We are pleased to submit our quotation/proposal for the procurement of **Janitorial/Housekeeping Supplies** with Reference No. PMO-22- 07.

ABC: Six Hundred Twenty-One Thousand Nine Hundred Fifty-Nine Pesos and Fifty Centavos (Php621,959.50)

MODE OF PROCUREMENT: Alternative Method - Small Value Procurement

ITEM NO.	QTY	UNIT	ARTICLES	BRAND	UNIT PRICE	TOTAL
	140	gal.	Airfreshener		P	P
	75	gal	Ethel Alcohol 70%		P	P
	100	can	Insecticide Spray 500ml		P	P
	10	pc.	Soft Broom (native broom)		P	P
	10	pc.	Broom Stick		P	P
	1000	pack	Deodorant Cake, 3 pcs./pack		P	P
	10	pc.	Plastic Dust Pan 30.5 x 25 x 59 (big)		P	P
	130	gal.	Toilet Bowl and Urinal Cleaner		P	P
	160	gal.	Disinfectant Cleaner		P	P
	500	pck	Detergent Powder, 480 gms.			
	160	gal.	Liquid Hand Soap		P	P
	15	gal.	Muriatic Acid		P	P
	160	gal.	Liquid Bleach		P	P
	60	pc.	Flannel Cloth 40 x 40cm		P	P
	100	box	Facemask (50 pcs./box)		P	P
	80	pr.	Hand Gloves 7 1/2 - 8 (medium)		P	P
	10	pc.	Mop Handle Wood Metal Frame 5ft.		P	P
	120	pc.	Mop Head		P	P
	40	bundle	Cotton Rags, 8" Diameter Approx. 20		P	P
	4000	pc.	Trash Bags, XXX		P	P
	24	gal	Non-Buffable Sealer Finish Wax (gloss)		P	P

	60	pc.	Plastic Spray Gun 500 ml		P		P
			To be delivered on a quarterly basis. Refer to attached delivery schedule.				
				TOTAL AMOUNT			P

Amount in Words: _____

TERMS AND CONDITIONS:

1. Delivery Period: within fifteen (15) 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: Not Applicable
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 Income/Business Tax Return (SVP with ABC above Php500K)
4. Notarized Omnibus Sworn Statement (SVP with ABCs above Php50K)

Choose an item.

Choose an item.

Choose an item.

Respectfully yours,

Signature : _____

Name of Supplier : _____

Designation : _____

Company Name: _____

Contact No. : _____

1st Quarter				
Item Name	Unit	Quantity	Total	Delivered, Quarterly
Airfreshener	gal.	35		March 28, 2022
Alcohol	gal	19		
Insecticide Spray, Baygon	can	25		
Soft Broom	pc.	3		
Broom Stick	pc.	3		
Deodorant Cake, 3 pcs./box	box	250		
Plastic Dust Pan	pc.	3		
Toilet Bowl and Urinal Cleaner	gal.	35		
Disinfectant Cleaner	gal.	40		
Detergent Powder, 480 gms.	pck	125		
Liquid Hand Soap	gal.	40		
Muriatic Acid	gal.	4		
Liquid Bleach	gal.	40		
Flannel Cloth	pc.	15		
Facemask (50 pcs./box)	box	25		
Hand Gloves	pr.	20		
Mop Handle	pc.	3		
Mop Head	pc.	30		
Cotton Rags, 8" Diameter Approx. 20	bundle	10		
Trash Bags, XXX	pc.	1000		
Non-Bufferable Sealer Finish Wax (gloss)	gal	6		
Plastic Spray Gun 500 ml	pc.	15		
2nd Quarter				
Item Name	Unit	Quantity	Total	Delivered, Quarterly
Airfreshener	gal.	35		May 16, 2022
Alcohol	gal	19		
Insecticide Spray, Baygon	can	25		
Soft Broom	pc.	3		
Broom Stick	pc.	3		
Deodorant Cake, 3 pcs./box	box	250		
Plastic Dust Pan	pc.	3		
Toilet Bowl and Urinal Cleaner	gal.	35		
Disinfectant Cleaner	gal.	40		
Detergent Powder, 480 gms.	pck	125		
Liquid Hand Soap	gal.	40		
Muriatic Acid	gal.	4		
Liquid Bleach	gal.	40		
Flannel Cloth	pc.	15		
Facemask (50 pcs./box)	box	25		
Hand Gloves	pr.	20		
Mop Handle	pc.	3		
Mop Head	pc.	30		
Cotton Rags, 8" Diameter Approx. 20	bundle	10		
Trash Bags, XXX	pc.	1000		
Non-Bufferable Sealer Finish Wax (gloss)	gal	6		
Plastic Spray Gun 500 ml	pc.	15		

3rd Quarter				
Item Name	Unit	Quantity	Total	Delivered, Quarterly
Airfreshener	gal.	35		July 18, 2022
Alcohol	gal	19		
Insecticide Spray, Baygon	can	25		
Soft Broom	pc.	2		
Broom Stick	pc.	2		
Deodorant Cake, 3 pcs./box	box	250		
Plastic Dust Pan	pc.	2		
Toilet Bowl and Urinal Cleaner	gal.	30		
Disinfectant Cleaner	gal.	40		
Detergent Powder, 480 gms.	pck	125		
Liquid Hand Soap	gal.	40		
Muriatic Acid	gal.	4		
Liquid Bleach	gal.	40		
Flannel Cloth	pc.	15		
Facemask (50 pcs./box)	box	25		
Hand Gloves	pr.	20		
Mop Handle	pc.	2		
Mop Head	pc.	30		
Cotton Rags, 8" Diameter Approx. 20	bundle	10		
Trash Bags, XXX	pc.	1000		
Non-Bufferable Sealer Finish Wax (gloss)	gal	6		
Plastic Spray Gun 500 ml	pc.	15		
4th Quarter				
Item Name	Unit	Quantity	Total	Delivered, Quarterly
Airfreshener	gal.	35		October 17, 2022
Alcohol	gal	18		
Insecticide Spray, Baygon	can	25		
Soft Broom	pc.	2		
Broom Stick	pc.	2		
Deodorant Cake, 3 pcs./box	box	250		
Plastic Dust Pan	pc.	2		
Toilet Bowl and Urinal Cleaner	gal.	30		
Disinfectant Cleaner	gal.	40		
Detergent Powder, 480 gms.	pck	125		
Liquid Hand Soap	gal.	40		
Muriatic Acid	gal.	3		
Liquid Bleach	gal.	40		
Flannel Cloth	pc.	15		
Facemask (50 pcs./box)	box	25		
Hand Gloves	pr.	20		
Mop Handle	pc.	2		
Mop Head	pc.	30		
Cotton Rags, 8" Diameter Approx. 20	bundle	10		
Trash Bags, XXX	pc.	1000		
Non-Bufferable Sealer Finish Wax (gloss)	gal	6		
Plastic Spray Gun 500 ml	pc.	15		