

PRIVATIZATION AND MANAGEMENT OFFICE
104 Gamboa St., Legaspi Village, Makati City
www.pmo.gov.ph

REQUEST FOR QUOTATION (RFQ)

DATE : OCT. 6, 2022

Gentlemen/Ladies:

Please quote your lowest price(s) on the item(s) Repairs and Maintenance of Cistern Tanks/Reservoir located at ground floor of PMO Building, with an Approved Budget for the Contract (ABC) of Eighty Thousand Pesos (Php80,000.00). Submit your quotation to the authorized canvasser of this office, through fax at **8894-2205** or thru email at **meddeleon@pmo.gov.ph**, on or before OCTOBER 10, 2022 @ 5:00 P.M. 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
4. Notarized Omnibus Sworn Statement (SVP with ABCs above Php50K)
(original copy shall be submitted subject to the award of contract)

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 Repairs and Maintenance of Cistern Tanks/Reservoir located at ground floor of PMO Building with Reference No. PMO-22-_____

ABC: Eighty Thousand Pesos (Php80,000.00)

MODE OF PROCUREMENT: Alternative Method - Small Value Procurement

ITEM NO.	QTY	UNIT	ARTICLES BRAND	UNIT PRICE	TOTAL
1	1	JO	Supply of labor and materials for the general cleaning of two units cistern tanks/reservoir located at ground floor of PMO Building Scope of Work: 1. Mobilization of materials and manpower including opening of cover or manhole of cistern tanks 2. Draining of water from the tank using submersible pump 3. Cleaning of the area using pressure washer, brushing with soap, collection of debris and silt and disposal of the collected materials 4. Flushing of the cleaned area with water and collection and disposal of the remaining silt and debris 5. Draining of the remaining water before disinfection 6. Application of safe chemical solution inside the area for disinfection 7. Inspection of PMO representative before refilling of water 8. Refilling of cistern tank by PMO representative with the assistance from the supplier 9. Repainting of cover or manhole 10. Submission of potable water analysis		₱
			TOTAL AMOUNT		₱

Amount in Words:

TERMS AND CONDITIONS:

1. Delivery Period: within seven (7) 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: at least 3 months from date of delivery
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
4. Notarized Omnibus Sworn Statement (SVP with ABCs above Php50K)
(original copy shall be submitted subject to the award of contract)

Respectfully yours,

Signature : _____

Name of Supplier : _____

Designation : _____

Company Name: _____

Contact No. : _____