

**PRIVATIZATION AND MANAGEMENT OFFICE**

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

**REQUEST FOR QUOTATION (RFQ)**

DATE Feb. 14, 2023

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 **Four Hundred Sixty Thousand Seven Hundred Forty-Five Pesos (Php460,745.00) 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 Feb. 21, 2023, **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.)

Choose an item.

4. Notarized Omnibus Sworn Statement (SVP with ABCs above Php50K)


Choose an item.

Choose an item.

Choose an item.

Thank you.

Very truly yours,

  
**A C Berradette M. Ducusin**  
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-23- 10 .

**ABC: Four Hundred Sixty Thousand Seven Hundred Forty-Five Pesos (Php460,745.00)✓**

**MODE OF PROCUREMENT: Alternative Method - Small Value Procurement ✓**

ITEM NO.	QTY	UNIT	ARTICLES	BRAND	UNIT PRICE	TOTAL
1	130	gals.	Air freshener		₱	₱
2	75	gals.	Ethel Alcohol 70%		₱	₱
3	100	cans	Insecticide Spray 500ml		₱	₱
4	20	pcs.	Soft Broom (native broom)		₱	₱
5	10	pcs.	Broom Stick		₱	₱
6	30	pcs.	Toilet Bowl Brush		₱	₱
7	20	pcs.	Plastic Hand Brush, small		₱	₱
8	60	pcs.	Scrubbing Pad with Sponge 75 x 75		₱	₱
9	800	packs	Deodorant Cake, 3 pcs./pack		₱	₱
10	130	gals.	Toilet Bowl and Urinal Cleaner		₱	₱
11	24	gals.	Non-Bufferable Sealer Finish Wax (gloss)		₱	₱
12	100	gals.	Disinfectant Cleaner		₱	₱
13	300	packs	Detergent Powder, 480 gms.		₱	₱
14	160	gals.	Liquid Hand Soap		₱	₱
15	15	gals.	Muriatic Acid		₱	₱
16	160	gals.	Liquid Bleach		₱	₱
17	10	pcs.	Plastic Dustpan		₱	₱
18	75	boxes	Facemask (50 pcs./box)		₱	₱
19	70	pr.	Hand Gloves 7 1/2 - 8 (medium)		₱	₱
20	10	pcs.	Mop Handle Wood Metal Frame 5ft.		₱	₱
21	100	pcs.	Mop Head		₱	₱
22	30	pcs.	Toilet Plunger			
23	40	bundles	Cotton Rags, 8" Diameter Approx. 25's		₱	₱
24	50	pcs.	Flannel Cloth 40cm x 40cm		₱	₱
25	60	pcs.	Plastic Spray Gun 500 ml		₱	₱
26	3500	pcs.	Trash Bags, XXX		₱	₱
			To be delivered on a quarterly basis. Refer to attached delivery schedule.			
				<b>TOTAL AMOUNT</b>		₱

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

### TERMS AND CONDITIONS:

1. Delivery Period: Please see attached schedule of delivery.
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.)

Choose an item.

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. : \_\_\_\_\_

## Janitorial Supplies - Schedule of Delivery

### 1st Quarter

Item Name	Unit	Quantity	Delivered, Quarterly
Airfreshener	gal.	33	March 3, 2023
Alcohol	gal	19	
Insecticide Spray	can	25	
Soft Broom	pc.	5	
Broom Stick	pc.	3	
Toilet Bowl Brush	pc.	8	
Plastic Hand Brush, small	pc.	5	
Scrubbing Pad with Sponge 75 x 75	pc.	15	
Deodorant Cake, 3 pcs./box	box	200	
Toilet Bowl and Urinal Cleaner	gal.	33	
Non-Bufferable Sealer Finish Wax (gloss)	gal	6	
Disinfectant Cleaner	gal.	25	
Detergent Powder, 480 gms.	pck	75	
Liquid Hand Soap	gal.	40	
Muriatic Acid	gal.	4	
Liquid Bleach	gal.	40	
Plastic Dust Pan	pc.	3	
Facemask (50 pcs./box)	box	19	
Hand Gloves	pr.	18	
Mop Handle	pc.	3	
Mop Head	pc.	25	
Toilet Plunger	pc.	8	
Cotton Rags, 8" Diameter Approx. 20	bundle	10	
Flannel Cloth	pc.	13	
Plastic Spray Gun 500 ml	pc.	15	
Trash Bags, XXX	pc.	900	

### 2nd Quarter

Item Name	Unit	Quantity	Delivered, Quarterly
Airfreshener	gal.	33	May 3, 2023
Alcohol	gal	19	
Insecticide Spray	can	25	
Soft Broom	pc.	5	
Broom Stick	pc.	3	
Toilet Bowl Brush	pc.	8	
Plastic Hand Brush, small	pc.	5	
Scrubbing Pad with Sponge 75 x 75	pc.	15	
Deodorant Cake, 3 pcs./box	box	200	
Toilet Bowl and Urinal Cleaner	gal.	33	
Non-Bufferable Sealer Finish Wax (gloss)	gal	6	
Disinfectant Cleaner	gal.	25	
Detergent Powder, 480 gms.	pck	75	
Liquid Hand Soap	gal.	40	
Muriatic Acid	gal.	4	
Liquid Bleach	gal.	40	
Plastic Dust Pan	pc.	3	
Facemask (50 pcs./box)	box	19	
Hand Gloves	pr.	18	
Mop Handle	pc.	3	
Mop Head	pc.	25	
Toilet Plunger	pc.	8	
Cotton Rags, 8" Diameter Approx. 20	bundle	10	
Flannel Cloth	pc.	13	
Plastic Spray Gun 500 ml	pc.	15	
Trash Bags, XXX	pc.	900	



**3rd Quarter**

Item Name	Unit	Quantity	Delivered, Quarterly
Airfreshener	gal.	33	July 3, 2023
Alcohol	gal	19	
Insecticide Spray	can	25	
Soft Broom	pc.	5	
Broom Stick	pc.	3	
Toilet Bowl Brush	pc.	8	
Plastic Hand Brush, small	pc.	5	
Scrubbing Pad with Sponge 75 x 75	pc.	15	
Deodorant Cake, 3 pcs./box	box	200	
Toilet Bowl and Urinal Cleaner	gal.	33	
Non-Bufferable Sealer Finish Wax (gloss)	gal	6	
Disinfectant Cleaner	gal.	25	
Detergent Powder, 480 gms.	pck	75	
Liquid Hand Soap	gal.	40	
Muriatic Acid	gal.	4	
Liquid Bleach	gal.	40	
Plastic Dust Pan	pc.	3	
Facemask (50 pcs./box)	box	19	
Hand Gloves	pr.	18	
Mop Handle	pc.	3	
Mop Head	pc.	25	
Toilet Plunger	pc.	8	
Cotton Rags, 8" Diameter Approx. 20	bundle	10	
Flannel Cloth	pc.	13	
Plastic Spray Gun 500 ml	pc.	15	
Trash Bags, XXX	pc.	900	

**4th Quarter**

Item Name	Unit	Quantity	Delivered, Quarterly
Airfreshener	gal.	31	October 3, 2023
Alcohol	gal	18	
Insecticide Spray	can	25	
Soft Broom	pc.	5	
Broom Stick	pc.	1	
Toilet Bowl Brush	pc.	6	
Plastic Hand Brush, small	pc.	5	
Scrubbing Pad with Sponge 75 x 75	pc.	15	
Deodorant Cake, 3 pcs./box	box	200	
Toilet Bowl and Urinal Cleaner	gal.	31	
Non-Bufferable Sealer Finish Wax (gloss)	gal	6	
Disinfectant Cleaner	gal.	25	
Detergent Powder, 480 gms.	pck	75	
Liquid Hand Soap	gal.	40	
Muriatic Acid	gal.	3	
Liquid Bleach	gal.	40	
Plastic Dust Pan	pc.	1	
Facemask (50 pcs./box)	box	18	
Hand Gloves	pr.	16	
Mop Handle	pc.	1	
Mop Head	pc.	25	
Toilet Plunger	pc.	6	
Cotton Rags, 8" Diameter Approx. 20	bundle	10	
Flannel Cloth	pc.	11	
Plastic Spray Gun 500 ml	pc.	15	
Trash Bags, XXX	pc.	800	

