

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

REQUEST FOR QUOTATION (RFQ)

DATE: May 11, 2023

Gentlemen/Ladies:

Please quote your lowest price(s) on the item(s) for the procurement of Office Equipment-Three Window type Airconditioning units with an Approved Budget for the Contract (ABC) of **One Hundred Twenty Thousand Pesos** (Php120,000.00). Submit your quotation to the authorized canvasser of this office, thru fax at **8894-2205** or thru email at **meddeleon@pmo.gov.ph**, on or before May 16, 2023 / 12:NN. 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.

Thank you.

Very truly yours,


MA. ELENA D. DE LEON
Administrative Officer IV

QUOTATION

DATE: _____

Dear _____

We are pleased to submit our quotation/proposal for the procurement of Office Equipment- Three Airconditioning units with Reference No. PMO-23- 08

ABC: One Hundred Twenty Thousand Pesos (Php120,000.00)
MODE OF PROCUREMENT: Alternative Method - Small Value Procurement

ITEM NO.	QTY	UNIT	ARTICLES	BRAND	UNIT PRICE	TOTAL
	3	units	Window type Aircon Specifications: 1.5Hp Inverter window type R410A Refrigerant High EER with inverter technology Sleek, modern, and aesthetic With remote control Energy Savings plug 24 hour timer Econo and sleep mode			₱
TOTAL AMOUNT						₱

Amount in Words:

TERMS AND CONDITIONS:

1. Delivery Period: within fifteen (15) 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 one (1) year 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.)

Choose an item.

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

Choose an item.

Respectfully yours,

Signature : _____

Name of Supplier : _____

Designation : _____

Company Name: _____

Contact No. : _____