

REQUEST FOR QUOTATION

Date: July 27, 2024

Solicitation No.: PMO - 24-47

Company/Business Name: _____

Address: _____

Contact Number: _____

The **Privatization and Management Office (PMO)**, through its Administrative Division, intends to procure **various Supplies and Materials (Office supplies)** with an Approved Budget for the Contract (ABC) in the amount of Eighty-Four Thousand Two Hundred Pesos (PhP 84,200.00) in accordance with **Section 53.9 Negotiated Procurement - Small Value Procurement** of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Please quote your best offer for the item/s described herein using the **Technical Specifications Form** provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative addressed to the PMO - Bids and Awards Committee (BAC), through the PMO-BAC Secretariat, not later than **5:00 P.M.** of Aug. 02, 2024:

BAC Secretariat

Bids and Awards Committee

Privatization and Management Office

104 Gamboa Street, Legaspi Village, Makati City

Email Address: BAC@pmo.gov.ph

Telephone Number: 8817-6331


Interested supplier shall also submit the following documents together with the quotation on or before the above specified deadline of submission:

1. Copy of valid Mayor's or Business Permit;
2. PhilGEPS Registration Number;
3. Income/Business Tax Return (for ABCs above PhP500,000.00); and
4. **Original** and **Notarized** Omnibus Sworn Statement.

In lieu of items 1 and 2, a valid **Certificate of PhilGEPS Registration (Platinum Membership)** with updated class "A" eligibility documents may be submitted.

The Head of the Procuring Entity (HoPE) of the PMO reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 Revised IRR of RA No. 9184, without thereby incurring any liability to the affected supplier or suppliers.

For any clarification, you may contact us at (02) 8894-2205 or send an email at haturtal@pmo.gov.ph.


LIZELLE M. PEREZ
End-user

INSTRUCTIONS TO SUPPLIERS

- (1) Do not alter the contents of this form in any way. Suppliers must provide the correct and accurate information required in this form.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, the provisions in the RFQ shall prevail.

- (3) **All technical specifications are mandatory.** Failure to comply with any of the mandatory requirements will disqualify your quotation
- (4) Quotations, including documentary requirements, received after the deadline shall not be accepted. **Submission of quotation and documentary requirements by email is not allowed for ABCs Fifty Thousand Pesos (PhP50,000.00) and above.**

TERMS AND CONDITIONS

- (1) Price quotations shall be valid for a period stated in the Technical Specifications Form.
- (2) Price quotations shall be denominated in Philippine peso and shall include all taxes, duties, and/or levies payable.
- (3) Quotations exceeding the ABC shall be rejected.
- (4) In case two or more suppliers were determined to have submitted the Lowest Calculated and Responsive Quotation, the PMO shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with the GPPB Circular No. 06-2005.
- (5) Award of contract shall be made to the lowest quotation which complies with the technical specifications, documentary requirements, and other terms and conditions stated herein.
- (6) The items shall be delivered in accordance with the accepted offer of the supplier.
- (7) Items delivered shall be inspected on the scheduled date and time of the PMO. The delivery of the items shall be acknowledged upon the delivery to verify compliance with the technical specifications.
- (8) Payment shall be made upon full compliance with all the deliverables required by the PMO and submission of all necessary documents subject to the usual government accounting and auditing rules and regulations.
- (9) Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed on per day of delay. The PMO may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
- (10) The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
- (11) The RFQ, Purchase Order (PO), and other related documents for the above-stated Project shall form part of the Contract.

TECHNICAL SPECIFICATIONS FORM

Date: _____

Company/Business Name: _____

Address: _____

Contact Number and E-mail: _____

- Please quote your best offer for the item/s below. Please do not leave any blank items. Indicate "0" if the item being offered is for free.
- Suppliers must state "Comply" or any equivalent term in the column "Statement of Compliance" against each of the individual parameters of each specification.

PROJECT TITLE: Various Supplies and Materials (Office supplies)

Mode of Procurement: Small Value Procurement

PMO Requirements			Supplier's Offer					Statement of Compliance ("Comply" or "Not Comply")
Item No:	Technical Specifications	Quantity	Item No:	Technical Specifications	Quantity	Unit Cost	Total Cost	
1	Battery, Size "AA"	50 pcs.	1					
2	Battery, Size "AAA"	50pcs.	2					
3	Folder Green, Long, US	1,100 pcs.						
4	Folder Green, Short, US	300 pcs.						
5	Rubber Band Flat, 350g	10 boxes						
6	Paper Clip, Small 33mm	100 boxes						
7	Expanding Brown Envelope, Carrier Board 2"Expansion, Legal	500 pcs.						
8	Envelope Expanding Plastic, long	50 pcs.						
9	Copy Paper Bankers, Short, 80gsm	25 reams						
10	Colored Paper, Yellow, A4, 80gsm	20 reams						
11	Multi-purpose Glue, 40ml.	30 jars						
12	Ballpen, blue	100 pcs.						
13	Sign Pen, Black, 0.5mm	50 pcs.						
14	Sign Pen, Blue, 0.5mm	50 pcs.						
15	Sign Pen, Violet	30 pcs.						
16	Sign Pen, Red	12 pcs.						
17	Note Pad, 3" x 3"	50 pads						
ABC: Php 84,200.00			<i>Additional VAT and other Government Taxes:</i>					
Eighty-Four Thousand Two Hundred Pesos			GRAND TOTAL (must not be above the ABC):					

	(amount in figures and in words)	
Other Requirements:		
Price Validity: Thirty (30) calendar days from the date of submission of quotation.		
Delivery Requirements: Seven (7) to fifteen (15) calendar days from receipt of Purchase Order.		
Terms of Payment: Within 15 – 30 calendar days from receipt of billing and complete supporting documents.		

Attached in this quotation are the following documentary requirements:

1. Copy of valid Mayor's or Business Permit;
2. PhilGEPS Registration Number;
3. Income/Business Tax Return (for ABCs above PhP500,000.00); and
4. **Original and Notarized** Omnibus Sworn Statement.

In lieu of items 1 and 2, a valid Certificate of PhilGEPS Registration (*Platinum Membership*) with updated class "A" eligibility documents is herein attached. **(In case PhilGEPS Platinum is submitted)**

Prepared by: _____

Authorized Representative
(signature over printed name)