

## REQUEST FOR QUOTATION

Date: Feb. 05, 2025  
Solicitation No.: PMO-25-04

Company/Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Number: \_\_\_\_\_

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The Privatization and Management Office (PMO), through its Administrative Division, intends to procure **Supply of Purified Drinking Water** to PMO for CY 2025 with an Approved Budget for the Contract (ABC) in the amount of **One Hundred Thousand Pesos (Php100,000.00)** 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 February 12, 2025:

**BAC Secretariat**  
*Bids and Awards Committee*  
Privatization and Management Office  
104 Gamboa Street, Legaspi Village, Makati City  
Email Address: [BAC@pmo.gov.ph](mailto: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. Valid Mayor's or Business Permit;
2. PhilGEPS Registration Number; and
3. Original Notarized Omnibus Sworn Statement (for ABCs above Php50,000.00).

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 [rjolita@pmo.gov.ph](mailto:rjolita@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.**

### 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: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

- 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.

<b>Project Title: Pest Control Services</b>								
<b>Mode of Procurement: Small Value Procurement</b>								
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	Supply of Purified Drinking Water to PMO for CY 2025	1		5-gallon container per week for 4 weeks for 11 months				
<b>ABC:</b> One Hundred Thousand Pesos (Php100,000.00)			<i>Additional VAT and other Government Taxes:</i> <b>GRAND TOTAL (must not be above the ABC):</b> (amount in figures and in words)					
<b>Other Requirements:</b>								
<b>Price Validity:</b> Thirty (30) calendar days from the date of submission of quotation								
<b>Delivery Requirements:</b> Within fifteen (15) calendar days upon receipt of Purchase Order								
<b>Terms of Payment:</b> Within 15-30 calendar days upon 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; and
3. Original Notarized Omnibus Sworn Statement (for ABCs above PhP50,000.00)

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

Prepared by: \_\_\_\_\_  
Authorized Representative  
(signature over printed name)

**TERMS OF REFERENCE**  
**Supply of Purified Drinking Water**  
**For CY 2025**

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**(Name of Participating Supplier)** hereby renders its statement of compliance with the following Terms of Reference (TOR):

1. Name of Project

Procurement of Supply of Purified Drinking Water for CY 2025 (*February 1 – December 31, 2025*) to Privatization and Management Office (PMO) located at 104 Gamboa Street, Legaspi Village, Makati City.

2. Approved Budget for the Contract (ABC)

The Approved Budget for the Contract is One Hundred Thousand Pesos (P100,000.00)

3. Scope of Services

The Participating Supplier undertakes and commits that it will promptly and fully perform and deliver the Supply of Purified Drinking Water in accordance with the following requirements and specifications of PMO:

Description	Quantity	Total	Delivery
Supply/Delivery of purified drinking water for CY 2025	Minimum of 60 containers of five (5) gallons per container per week	Minimum of 240 containers of five (5) gallons per container per month	Twice a week (every Monday and Thursday)

4. Requirements/Technical Specifications

- 4.1 Minimum of seventeen (17) stages purification/filtration process (minimum percentage required and accepted by Department of Health (DOH));
- 4.2 Twice a week delivery (every Monday and Thursday) of 60 containers of 5 gallons per container;
- 4.3 Shape and quality of bottle: Round, clean or sterilized, **properly labeled** and of **good quality**;
- 4.4 Change of goods within twenty-four (24) hours from notice to supplier;
- 4.5 Minimum of nine (9) Hot and Cold-water dispensers, new units, free of charge;
- 4.6 **Monthly service maintenance of water dispensers, free of charge** (during weekend);
- 4.7 In urgent/emergency cases, immediate repair/maintenance shall be provided within twelve (12) – hour notice by PMO, free of charge. Failure of the Supplier in this regard shall free PMO from any responsibility on the dispenser supplied; and



4.8 Provide monthly Water Quality Test results by DOH accredited testing company and Certificate of Potability of Drinking Water.

5. Qualifications of the Supplier

5.1 The Supplier must be in the business for at least two (2) years prior to the engagement and must be legally and technically capable to undertake the supply and delivery of purified drinking water subject of the Request for Quotation (RFQ); and

5.2 The Supplier must be a registered Philippine Government Electronic Procurement System (PhilGEPS) member at the time of the contract for the supply and delivery of purified drinking water.

6. Obligations of Supplier

6.1 The Supplier shall not be allowed to subcontract the services of any part of the project;

6.2 The Supplier shall provide all supervision, staff, materials, and equipment/tools, which may be required;

6.3 The Supplier shall commence execution of the services from receipt of Notice to Proceed and shall carry out the services in accordance with the program of schedule as agreed by the Supplier and Procuring Entity. Notwithstanding the said fixed duration, PMO may at any time terminate the services for a justifiable reason by providing thirty (30) days written notice to the Supplier prior to the effective date of termination;

6.4 The Supplier shall pay to the Procuring Entity with a penalty of one-tenth (1/10) of one percent for every day of delay that the schedule date of service is not provided;

6.5 The Supplier shall be entirely responsible for its permits, licenses or approvals, which are required for the services.

7. Performance Period

The Supplier undertakes to deliver the Supply of Purified Drinking Water for CY 2025 (February 1 – December 31, 2025).

8. Documentary Requirements – Prospective contractors must submit the following:

- a. Latest Mayor's/Business Permit;
- b. PhilGEPS Registration Number;  
*(Certificate of Platinum Membership may be submitted in lieu of documents (a) and (b) above)*
- c. Notarized Omnibus Sworn Statement; and
- d. List of all ongoing and completed government and private contracts within the last two years (2023 to 2024) from the submission of Request for Quotation.

9. Inspection Test

The PMO representative shall at all reasonable times be entitled to examine, inspect, measure and test the materials, supplies and product of the Supplier.

The PMO representative may reject any materials or supplies that fail to pass any test and/or inspection or do not conform to the product standards. The Supplier shall either rectify or replace such rejected materials, supplies and products or make adjustments necessary to meet the standards at no cost to the PMO, and shall repeat the test and/or inspection, at no cost.

#### 10. Payments

10.1 PMO shall pay the supplier the amount equivalent to the actual number of containers of purified water delivered thirty (30) days from receipt of billing, provided the services have been rendered or delivered in accordance with the terms and specifications.

10.2 PMO shall be liable for the loss of any dispenser and/or container while in PMO's possession. The liability of PMO, if any, shall in no case be more than the current market value of the lost dispenser and/or container less depreciation cost.

#### 11. Non-compliance

The PMO shall have the right to terminate the contract when the supplier fails to perform any other obligation under the contract pursuant to Annex "I" (III) (A)(c) of the 2016 Implementing Rules and Regulations (IRR) of Republic Act No. 9184 otherwise known as the "Government Procurement Reform Act".

*(Authorized Signature)*  
**Name & Title of Authorized Signatory**  
Name of Supplier - Agency  
Supplier's Address