

## REQUEST FOR QUOTATION

Date: Feb. 8, 2025

Solicitation No.: PMO-25-07

Company/Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

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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 **Fifty-Four Thousand Two Hundred Sixty Pesos (Php 54,260.00)** 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 Feb. 14, 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** 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](mailto: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								
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		
1	Acetate Transparency Film, A4 (210 x 297 mm) Thickness: 0.1mm	6 boxes						
2	Fastener, Metal Non-Corrosive	50 boxes						
3	Sign Pen, Black, 0.5mm (Liquid Gel)	100 pcs.						
4	Sign Pen, Blue, 0.5mm (Liquid Gel)	100 pcs.						
5	Marking Pen, Permanent (Black)	24 pcs.						
6	Marking Pen, Permanent (Blue)	24 pcs.						
7	Note Pad, 2" x 3"	100 pads						
8	Note Pad, 3" x 3"	100 pads						
9	Sliding Stick, A4 (Black)	100 pcs.						
10	Flash Drive, 16GB, USB Version	20 pcs.						
<b>ABC: Php 54,260.00</b> Fifty-Four Thousand Two Hundred Sixty Pesos			<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: Thirty (30) calendar days from the date of submission of quotation.</b>	
<b>Delivery Requirements: Seven (7) to fifteen (15) calendar days from receipt of Purchase Order.</b>	
<b>Terms of Payment: Within 15 - 30 calendar days from receipt of billing and complete supporting documents.</b>	

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 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)