



**BIDS AND AWARDS COMMITTEE
(BAC II)**

REQUEST FOR QUOTATION

Project : Catering Services for PCOO Roadshow & FOI Campus Caravan **Date** : 18 September 2019
PR No. : 2019-08-1009 **Quotation No.** : 2019-09-0249
Approved Budget for the Contract : P 82,500 **Procurement Method** : Small Value Procurement

Please quote your lowest price on the item/s listed below and submit filled out quotation duly signed by your representative not later than 20 September 2019, 2:00 PM at New Executive Bldg., JP Laurel St., San Miguel Manila, psu.pcoo@gmail.com

General Conditions:

1. Delivery period within the dates included in the Purchase Order form.
2. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for equipment, from date of acceptance by PCOO.
3. Price validity shall be for a period of sixty (60) calendar days.
4. Price quotations shall be **INCLUSIVE OF ALL COSTS AND APPLICABLE TAXES.**
5. The supplier awarded with the contract shall submit the following updated documents prior to **payment**:

- ☒ Mayor's / Business Permit
- ☒ PhilGEPS Registration Number
- ☐ Income/Tax Return
- ☒ Omnibus Sworn Statement in accordance with **Section 25.3 of the 2016 Revised Implementing Rules and Regulations of the RA 9184** (it is advised that the Omnibus Sworn Statement be submitted after confirmation of contract/purchase order with PCOO to not burden other non-winning suppliers with notarization fee of the said statement)

Company Name : _____
Address : _____
Email : _____ **TIN No** : _____
Representative : _____ **Contact No.** : _____

Item No.	Item Description	Qty	Unit	Unit Price	Total
1	Catering Service for PCOO Roadshow & FOI Campus Caravan in Tagbilaran City, Bohol on Sept. 24-25, 2019				
	Sept. 24, 2019 AM Snack 300 pax Packed Meals w/ drinks	300	Packs	_____	_____
	Sept. 25, 2019 AM Snack 250 pax Packed Meals w/ drinks	250	Packs	_____	_____
				Total:	_____

After having carefully **read and accepted your General Conditions**, I quote you on the item at prices noted above.

Printed Name / Signature

Date