



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

REQUEST FOR QUOTATION

Project : FACILITATOR FOR THE 2019 PCOO TEAM BUILDING FOR ADMIN AND FINANCE **Date** : 03 OCTOBER 2019

PR No. : 2019-09-1115 **Quotation No.** : 2019-10-0279

Approved Budget for the Contract : ONE HUNDRED SIX THOUSAND FOUR HUNDRED PESOS (P 106,400.00) **Procurement Method** : SMALL VALUE PROCEUREMENT

Please quote your lowest price on the item/s listed below and submit filled out quotation duly signed by your representative not later than 06 October 2019 at 12:00 N.N. at New Executive Bldg., JP Laurel St., San Miguel Manila or email to psu.pcoo@gmail.com.

General Conditions:

1. Delivery period within 7 calendar days from receipt of 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
☐ Omnibus Sworn Statement
☒ BIR FORM 2303

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

Item No.	Item Description	Qty	Unit	Unit Price	Total
	FACILITATOR FOR THE 2019 PCOO TEAM BUILDING FOR ADMIN AND FINANCE				
	Procurement for the services of team building facilitator in line with the 2019 PCOO Team Building Activity for Admin and Finance on October 18-19, 2019				
	October 18, 2019 (1 st day) -Team Building facilitator's fee				
	TOTAL AMOUNT				P_____

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

Printed Name / Signature

Date