



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

REQUEST FOR QUOTATION

Project : Catering Services for FOI Workshop for Librarians in Davao
PR No. : 2019-08-1004
Approved Budget for the Contract : FIFTY NINE THOUSAND SEVEN HUNDRED SIXTY PESOS (Php 59,760.00)
Date : 07 October 2019
Quotation No. : 2019-09-0263
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 **10 October 2019** at **10:00 A.M.** at New Executive Bldg., JP Laurel St., San Miguel Manila, through psu.pcoo@gmail.com, or fax to 588-06-91.

General Conditions:

1. Delivery period within 3 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
- ☐ Income/Tax Return
- ☐ Omnibus Sworn Statement
- ☐ Professional License/Curriculum Vitae (Consulting Services)
- ☐ PCAB License (Infra.)
- ☐ NFCC (Infra.)

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

Item No.	Item Description	Qty	Unit	Unit Price	Total
1	Catering Service for the FOI Workshop for Librarians in Davao City 11 October 2019 (9AM – 5PM) Lunch meals (120 pax) -Rice, meat, fish, vegetables, dessert, iced tea Inclusions: -Buffet table set up -Dinnerware, glass ware, flatware and other utensils -service staff in uniform -service water -overflowing coffee -other expenses (transportation, service charge, VAT, and etc) Send bill arrangement /No down payment	120	Pax		
	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