



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

**REQUEST FOR QUOTATION**

**Project** : CATERING SERVICES FOR PCOO ROADSHOW FOI CAMPUS CARAVAN IN ILOCOS NORTE  
**Date** : 9 October 2019  
**PR No.** : 2019-09-1106  
**Approved Budget for the Contract** : ONE HUNDRED TEN THOUSAND PESOS (Php 110,000.00)  
**Quotation No.** : 2019-10-0286  
**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 14 October 2019 at **9:00 A.M** at New Executive Bldg., JP Laurel St., San Miguel Manila, through [psu.pcoo@gmail.com](mailto: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	<b>PCOO Roadshow: Ilocos Norte Leg 2019 Catering Requirements</b>  <b>October 18, 2019</b> AM snacks Packed meals and drinks  <b>October 18, 2019</b> PM snacks Packed meals and drinks (Pasta and sandwich)  Inclusions: -utensils -other expense (VAT, transportation, service charge, and other incurring charges)  <b>Billing requirement:</b> Send bill arrangement	300	Pax		
		250	Pax		
	<b>TOTAL AMOUNT</b>			<b>P</b> _____	<b>P</b> _____

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

\_\_\_\_\_  
Printed Name / Signature

\_\_\_\_\_  
Date