



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

REQUEST FOR QUOTATION

Project : FOI DOCUMENTS FOR SERVICE COURIER **Date** : 14 OCTOBER 2019
PR No. : 2019-09-1098 **Quotation No.** : 2019-10-0295
Approved Budget for the Contract : P 122,500.00 **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 OCT. 17, 2019 at 2PM at New Executive Bldg., JP Laurel St., San Miguel Manila, psu.pcoo@gmail.com

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
- ☒ BIR Form 2303
- ☐ 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.		Qty	Unit	Unit Price	Total
	SERVICE COURIER				
	490 Documents to dispatch FOI documents thru service courier.	490	pieces		
	Total				P _____

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

Printed Name / Signature

Date