



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

REQUEST FOR QUOTATION

Project	: SERVICE COURIER	Date	: 21 OCTOBER 2019
PR No.	: 2019-09-1020	Quotation No.	: 2019-10-0294
Approved Budget for the Contract	: SIXTY THOUSAND PESOS (P 60,000.00)	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 25 October 2019 at 08:00 A.M. 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
- ☒ BIR FORM 2303
- ☒ Omnibus Sworn Statement

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

Item No.	Item Description	Qty	Unit	Unit Price	Total
	SERVICE COURIER Documents delivery/courier services 80 documents/month to be sent from PCOO to various locations around the Philippines for 3 months.	80 pcs x 3 months =240pcs.			
	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