



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

REQUEST FOR QUOTATION

Project : PASSPORT SLEEVE AND BAG TAG **Date** : 24 OCTOBER 2019
PR No. : 2019-10-1208 **Quotation No.** : 2019-10-0309
Approved Budget for the Contract : FIFTY SEVEN THOUSAND TWO HUNDRED PESOS (P57,200.00) **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 October 24, 2019 at 4:00pm 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 2303
- ☒ 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
	PASSPORT SLEEVE AND BAG TAG Passport Sleeve : 5 ⁵ / ₈ L x 4 ⁴ / ₈ W Bag Tag : 4 ⁵ / ₈ x 2 ⁶ / ₈ W	40	pcs		P _____

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

Printed Name / Signature

Date