



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

REQUEST FOR QUOTATION

Project	: Copy Paper for FOI	Date	: 25 October 2019
PR No.	: 2019-09-1109	Quotation No.	: 2019-10-0315
Approved Budget for the Contract	: FIFTY-TWO THOUSAND ONE HUNDRED FIFTY PESOS (PHP52,150.00)	Procurement Method	: Section 52.1(B): Shopping

Please quote your lowest price on the item/s listed below and submit filled out quotation duly signed by your representative not later than **02 November 2019 (Saturday)** at **02:00PM** at New Executive Bldg., JP Laurel St., San Miguel Manila, psu.pcoo@gmail.com.

General Conditions:

1. Delivery period on the dates indicated on this 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 No. 2303

☒ Omnibus Sworn Statement in accordance with **Section 25.3 of the 2016 Revised Implementing Rules and Regulations of the RA 9184** (it is advised that the Omnibus Sworn Statement be submitted after confirmation of contract/purchase order with PCOO to not burden other non-winning suppliers with notarization fee of the said statement)

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

Item No.	Description	Qty	Unit	Unit Price	Total
1	A4-size copy paper 210mm x 297mm; 80 GSM	150	ream		
2	Legal-size copy paper 216mm x 330mm; 80 GSM	50	ream		
	MODE OF PAYMENT: send-bill arrangement; no down payment				
				TOTAL:	

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

Printed Name / Signature

Date