



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

**REQUEST FOR QUOTATION**

**Project** : CATERING SERVICES FOR PCOO ROADSHOW & CAMPUS CARAVAN IN DUMAGUETE **Date** : 12 NOVEMBER 2019

**PR No.** : 2019-10-1213 **Quotation No.** : 2019-11-0332

**Approved Budget for the Contract** : ONE HUNDRED EIGHTEEN THOUSAND PESOS (P 118,000.00) **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 **15 November 2019 at 09:00 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 Statemen

**Company Name** : \_\_\_\_\_

**Address** : \_\_\_\_\_

**Email** : \_\_\_\_\_ **TIN** : \_\_\_\_\_

**Representative** : \_\_\_\_\_ **Contact No.** : \_\_\_\_\_

Item No.	Item Description	Qty	Unit	Unit Price	Total
1.	<b>CATERING SERVICES FOR PCOO ROADSHOW &amp; CAMPUS CARAVAN IN DUMAGUETE</b> <b>NOVEMBER 27, 2019</b> <ul style="list-style-type: none"><li>• Must be packed</li><li>• AM Heavy snacks (Pasta/Chicken Lollipop/Sandwich)</li><li>• Drinks (Bottled Juice/Bottled Soda/Bottled Ice tea)</li></ul>	320	packs		
2.	<b>NOVEMBER 28, 2019</b> <ul style="list-style-type: none"><li>• Must be packed</li><li>• AM Heavy snacks (Pasta/Chicken Lollipop/Sandwich)</li><li>• Drinks (Bottled Juice/Bottled Soda/Bottled Ice tea)</li></ul> <b>INCLUSION: Utensils/served by usher during the distribution of packed meals.</b> <b>MODE OF PAYMENT: Via Send Bill no Down Payment</b> <b>TOTAL OF: 590 PAX</b>	270	packs		
	<b>TOTAL AMOUNT</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