



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

REQUEST FOR QUOTATION

Project : TENT RENTAL FOR PCOO ANNIVERSARY
Date : 14 NOVEMBER 2019
PR No. : 2019-11-1288
Quotation No. : 2019-11-0346
Approved Budget for the Contract : ONE HUNDRED TWENTY-TWO THOUSAND FOUR HUNDRED PESOS (P 122,400.00)
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 **17 November 2019 at 05:00 P.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.	<p>TENT RENTAL FOR PCOO ANNIVERSARY (Open Tent Good for 300 PAX) (Can Cover 3,750 Sq. Ft/348.4 Sq.m. area) ***nothing to follows***</p> <p>Set-up date-and time November 17, 2019 Event proper date-November 18,2019 at 9:00AM – 5:00PM Pull-out date and time November 18, 2019 at 6:00PM Venue-PCOO Compound Parking Lot, Malacañang, Manila</p>	1	unit		
	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