



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

**REQUEST FOR QUOTATION**

<b>Project</b>	:	PLAQUES FOR FOI AWARDS 2019	<b>Date</b>	:	02 December 2019
<b>PR No.</b>	:	2019-11-1269	<b>Quotation No.</b>	:	2019-12-0372
<b>Approved Budget for the Contract</b>	:	THREE HUNDRED THOUSAND PESOS (PHP300,000.00)	<b>Procurement Method</b>	:	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 **05 December 2019 (Thursday) at 09:00AM** at New Executive Bldg., JP Laurel St., San Miguel Manila, [psu.pcoo@gmail.com](mailto: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 Form No. 2303
- ☒ Omnibus Sworn Statement
- ☐ Professional License/Curriculum Vitae (Consulting Services)

**Company Name** : \_\_\_\_\_  
**Address** : \_\_\_\_\_  
**Email** : \_\_\_\_\_ **TIN No** : \_\_\_\_\_  
**Representative** : \_\_\_\_\_ **Contact No.** : \_\_\_\_\_

Item No.	Item Description	Qty	Unit	Unit Price	Total
1	Big metal plaques with box (silver and gold in a black box)	35	pc		
2	Small metal plaques with box (silver and gold in a black box)	75	pc		
	Note: see attached specifications and designs				
	Date of delivery: on or before 10 December				
	Mode of payment: <b>SEND-BILL PAYMENT (NO DOWNPAYMENT)</b>				
	<b>TOTAL AMOUNT</b>				

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

\_\_\_\_\_  
Printed Name / Signature

\_\_\_\_\_  
Date



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#### Attachment: Specifications and Design

##### FOI Awards:

1. **BIG** Metal Plaque (Silver & Gold) in black box with logo stamp, (13"H x 6"W), **35 pcs.**  
Engraved:
  - FOI Logo (1.5"x 1.5")
  - Text under the logo (2019 FOI Awards) 2.5" x 2"
  - Text at the side of the plaque (silver part) Customized, depends on the length of the name of the awardee (2 liner, 1<sup>st</sup> line: FOI Champion Award, 2<sup>nd</sup> line: Name of agency)
  - Award Citation with signature (4"x 4")
2. **SMALL** Metal Plaque (Silver & Gold) in black box with logo stamp, (11"H x 5"W), **75 pcs.**  
Engraved:
  - FOI Logo (1.5"x 1.5")
  - Text under the logo (2019 FOI Awards) 2.5" x 2"
  - Text at the side of the plaque (silver part) Customized, depends on the length of the name of the awardee (2 liner, 1<sup>st</sup> line: FOI Champion Award, 2<sup>nd</sup> line: Name of agency)
  - Award Citation with signature – at the top of the logo (4"x 4")





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**Front view**

Big

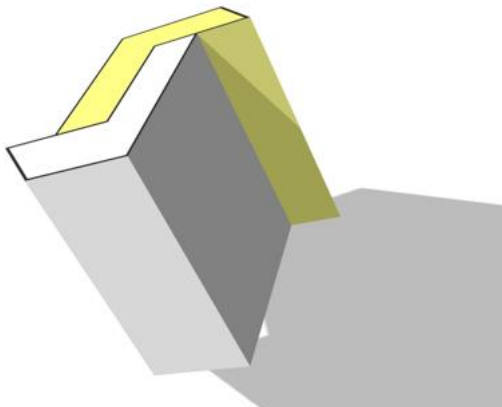


**Front view**

Small



**Back view**



**Side view**

