

BIDS AND AWARDS COMMITTEE
(BAC II)

REQUEST FOR QUOTATION

Project

PR No.

Approved Budget for the Contract

:

:

:

OFFICE PRODUCTIVITY TOOLS

2019-12-1386

ONE HUNDRED NINE THOUSAND SIX HUNDRED TWENTY PESOS (P 109,620.00)

Date

Quotation No.

Procurement Method

:

:

:

10 DECEMBER 2019

2019-12-0380

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 **13 DECEMBER 2019** at **09:00 AM** 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 Form 2303
- ☒

Omnibus Sworn Statement

Company Name

Address

Email

Representative

:

:

:

:

TIN No

Contact No.

:

:

Item No.		Qty	Unit	Unit Price	Total
1.	<div><div>LATEST VERSION OF OFFICE PRODUCTIVITY TOOLS FOR 2019 MAC & WINDOWS INCLUDED:</div><div><div>• ONE TIME PURCHASE</div><div>• WORD PROCESSOR</div><div>• SPREAD SHEET</div><div>• AUDIO VIDEO PRESENTER</div></div></div> <div><div>NOTE: SEND BILL ARRANGEMENT</div><div>NO DEPOSIT/DOWN PAYMENT</div></div> <div>Total</div>	7	LICENSE		<div>P</div>

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

Printed Name / Signature

Date