



REPUBLIC OF THE PHILIPPINES
PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE
Tanggapang Pampanguluhan sa Operasyong Pangkomunikasyon
Malacañang, Manila

BIDS AND AWARDS COMMITTEE – II

Project	CATERING SERVICE FOR TRAINING OF TRAINERS FOR PNP (28 JANUARY 2020)	Date	23 January 2020
PR No.	2020-01-0040	Quotation Number	2020-01-0009
Approved Budget for the Contract	ONE HUNDRED FIVE THOUSAND PESOS (₱105,000.00)	Mode of Procurement	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 Monday, 27 January 2020 at 6:00 AM at the New Executive Bldg., JP Laurel St., San Miguel Manila, or through e-mail via psu.pcoo@gmail.com.

General Conditions:

- Suppliers shall submit their quotations using this Prescribed Form. Failure to do so shall be render the quotation unresponsive.
- Delivery period within **THREE (3) CALENDAR DAYS** from receipt of the Purchase Order Form.
- Payment will be on a **SEND BILL ARRANGEMENT**, i.e. full payment will be made after the completion of the event or delivery of the service.
- 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.
- Price validity shall be for a period of sixty (60) calendar days.
- Price quotations shall be **INCLUSIVE OF ALL COSTS AND APPLICABLE TAXES**.
- The supplier awarded with the contract shall submit the following updated documents **prior to payment**:
 - ✓ Mayor's / Business Permit
 - ✓ PhilGEPS Registration Number
 - ✓ Income/Tax Return
 - ✓ Omnibus Sworn Statement
 - Professional License/Curriculum Vitae (*for Consulting Services*)
 - PCAB License (*for Infrastructure Projects*)
 - NFCC (*for Infrastructure Projects*)
 - ✓ BIR Form 2303 (Certificate of Registration)

Company Name : _____
Address : _____
Email : _____
Representative : _____

TIN No : _____
Contact No. : _____

Item No.	Technical Specifications	Qty.	Unit	Unit Price	Total
	Catering Service for Training of Trainers for PNP (28 January 2020)				
	Meals are as follows:				
	AM Snacks (sandwich and iced tea/soft drinks)	140	Pax		
	Lunch (rice, vegetable, fish, chicken, iced tea)	140	Pax		
	PM Snacks (pasta and iced tea/soft drinks)	140	Pax		
	Venue: Camp Crame, Quezon City				
	Inclusion: Dinner ware, glassware, service staff in uniform, buffet table set				



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	up, guest dining chairs, tables, tablecloth and linen, free flowing coffee				
	Mode of Payment: via send bill No downpayment				

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

Printed Name / Signature

Date