



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

**BIDS AND AWARDS COMMITTEE – II**

<b>Project:</b>	<b>CATERING SERVICES FOR THE 2020 FOI WORKSHOP FOR LIBRARIANS AND TEACHERS IN NATIONAL LIBRARY OF THE PHILIPPINES</b>	<b>Date:</b>	<b>01/24/2020</b>
<b>PR No.:</b>	<b>2020-01-0006</b>	<b>Quotation Number</b>	<b>2020-01-0013</b>
<b>Approved Budget:</b>	<b>ONE HUNDRED THOUSAND FIVE HUNDRED PESOS (₱ 100,500.00)</b>	<b>Mode of Procurement:</b>	<b>SMALL VALUE PROCUREMENT</b>

Please quote your lowest price on the item/s listed below and submit filled out quotation duly signed by your representative not later than **29 January 2020 at 2:00 PM** at the New Executive Bldg., JP Laurel St., San Miguel Manila, or through e-mail via [psu.pcoo@gmail.com](mailto: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
  - ☒ Omnibus Sworn Statement
  - ☒ BIR Form 2303 (Certificate of Registration)

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

Item No.	Technical Specifications	Qty.	Unit	Unit Price	Total
1.	<b>CATERING SERVICES FOR THE 2020 FOI WORKSHOP FOR LIBRARIANS &amp; TEACHERS IN NATIONAL LIBRARY OF THE PHILIPPINES MANILA ON FEB.5, 2020</b>				
	<b>NO. OF PAX:</b>	<b>200</b>	<b>PAX</b>		
	<b>AM &amp; PM SNACKS:</b>				
	• SANDWICH				
2.	<b>LUNCH BUFFET:</b>				
	• RICE				
	• MEAT				
	• FISH				
	• VEGETABLES				
	• ICED TEA				



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

**BIDS AND AWARDS COMMITTEE – II**

3.	<p><b>INCLUSIONS:</b></p> <ul style="list-style-type: none"><li>• <b>BUFFET TABLE SET UP</b></li><li>• <b>DINNERWARE, GLASSWARE, FLATWARE &amp; OTHER UTENSILS</b></li><li>• <b>SERVICE STAFF IN UNIFORM</b></li><li>• <b>PURIFIED MINERAL WATER</b></li><li>• <b>OVERFLOWING COFFEE</b></li></ul> <p>****nothing to follows****</p> <p><b>TOTAL AMOUNT</b></p>				<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