



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

BIDS AND AWARDS COMMITTEE – II

Project:	HOTEL ACCOMMODATION FOR PCOO ROADSHOW AND FOI CAMPUS CARAVAN – GUIMARAS	Date:	02/04/2020
PR No.:	2020-01-0009	Quotation Number	2020-01-0029
Approved Budget:	SIXTY THOUSAND PESOS	Mode of Procurement:	SMALL VALUE PROCUREMENT
for the Contract	(P60,000.00)		

Please quote your lowest price on the item/s listed below and submit filled out quotation duly signed by your representative not later than **07 FEBRUARY 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
 - ☒ Omnibus Sworn Statement
 - ☒ BIR Form 2303 (Certificate of Registration)

Company Name	:	_____	TIN No	:	_____
Address	:	_____	Contact No.	:	_____
Email	:	_____			
Representative	:	_____			

Item No.	Technical Specifications	Qty.	Unit	Unit Price	Total
	HOTEL ACCOMMODATION FOR PCOO ROADSHOW AND FOI CAMPUS CARAVAN – GUIMARAS FEBRUARY 11-14, 2020				
	VIP Room (4 Days and 3 Nights)	1			
	Triple Sharing Room (4 Days and 3 Nights)	1			
	Twin Sharing (4 Days and 3 Nights)	2			
	Send Bill Requirements (No Downpayment)				
	****nothing to follows****				
	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