



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

BIDS AND AWARDS COMMITTEE – II

Project:	LATEST VERSION OF PRODUCTIVITY TOOLS 2019 FOR MAC AND WINDOWS	Date:	02/04/2020
PR No.:	2020-01-0059	Quotation Number	2020-02-0031
Approved Budget: for the Contract	ONE HUNDRED NINE THOUSAND SIX HUNDRED TWENTY PESOS (P109,620.00)	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 **7 February 2020** at **12:00 NN** 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 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 : _____
Representative : _____
TIN No : _____
Contact No. : _____

Item No.	Technical Specifications	Qty.	Unit	Unit Price	Total
1.	LATEST VERSION OF OFFICE PRODUCTIVITY TOOLS (2019) FOR MAC AND WINDOWS (ONE TIME PURCHASE) INCLUDES: WORD PROCESSOR SPREADSHEET AUDIO VIDEO PRESENTER ****nothing to follows**** TOTAL AMOUNT	7			P _____

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

Printed Name / Signature

Date