



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

**BIDS AND AWARDS COMMITTEE – II**

<b>Project:</b>	Catering Services for the PCOO Roadshow and Campus Caravan in Eastern Samar	<b>Date:</b>	4 February 2020
<b>PR No:</b>	2020-01-0047	<b>Quotation Number</b>	2020-02-0033
<b>Approved Budget for the Contract:</b>	<b>One Hundred Fifty-Five Thousand Pesos (Php 155,000.00)</b>	<b>Mode of Procurement</b>	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 **Friday, 07 February 2020** at 12:00 **AM** 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
	<b>Date: Feb 18, 2020</b> <b>Venue: Eastern Samar State University Borongan Campus</b>  <b>AM Snacks – 350 pax</b> <b>Lunch – 50 pax</b> <b>PM Snacks – 300 pax</b>  <b>Date: Feb 19, 2020</b> <b>Venue: Eastern Samar State University Guilian Campus</b>  <b>AM Snacks 350 pax</b> <b>Lunch – 50 pax</b> <b>PM Snacks – 300 pax</b>  <b>Send bill arrangement / no downpayment</b>	<b>350 pax</b> <b>50 pax</b> <b>300 pax</b>    <b>350 pax</b> <b>50 pax</b> <b>300 pax</b>			



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	<b>*** Nothing to follows ***</b>				
	<b>Total</b>				

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

\_\_\_\_\_  
Printed Name / Signature

\_\_\_\_\_  
Date