



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

**BIDS AND AWARDS COMMITTEE – II**

Project:	OIL AND LUBRICANTS OF PCOO MOTOR VEHICLE FOR THE WHOLE YEAR 2020	Date:	02/21/2020
PR No.:	2020-02-0103	Quotation Number	2020-02-0051
Approved Budget: for the Contract	TWO HUNDRED SIXTY SIX THOUSAND ONE HUNDRED SIXTY THREE PESOS (P 266,163.00)	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 **27 February** at **6:00 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  
Income/Tax Return
  - ✓ Omnibus Sworn Statement  
Professional License/Curriculum Vitae (*for Consulting Services*)
  - ✓ BIR Form 2303 (Certificate of Registration)

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

Item No.	Technical Specifications	Qty.	Unit	Unit Price	Total
	<b>OIL AND LUBRICANTS OF PCOO MOTOR VEHICLE FOR THE WHOLE YEAR 2020</b>				
	Engine Oil Diesel ( for 5,000 KM)	420	Liters		
	Engine Oil Gasoline (for 5,000 KM)	95	Liters		
	Brake Fluid	48	Liters		
	Coolant	36	Liters		
	Automatic Transmission Fluid (ATF)	96	Liters		
	Chamois	300	Pcs		
	Car Freshener	300	Pcs		
	Grease	23	Kg		
	Gear Oil	23	Liters		
	Note : Ordinary OIL & LUBRICANTS for Toyota Innova, Hilux and Altis, HiAce Kia Sportage & Isuzu Crosswind Year Model 2008 to 2014				
	****nothing to follows****				
	<b>TOTAL AMOUNT</b>				<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