



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

BIDS AND AWARDS COMMITTEE – II

Project	CATERING SERVICES FOR THE PCOO ROADSHOW AND FOI CAMPUS CARAVAN IN TARLAC-PANGASINAN LEG ON MARCH 23-27, 2020	Date	<u>9 March 2020</u>
PR No.	<u>2020-03-0168</u>	Quotation Number	<u>2020-03-0062</u>
Approved Budget for the Contract	THREE HUNDRED THIRTY THOUSAND PESOS (₱330,000.00)	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 **Friday, 13 March 2020 at 9:00 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 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
 - ✓ Income/Tax Return
 - ✓ 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	March 24 – packed AM Snacks (Pasta, chicken, sandwich, bottled drink)	1,000	Pax		
2	March 26 – Packed AM Snacks (Pasta, chicken, sandwich, bottled drink) Note: Send bill, no down payment	1,000	Pax		
TOTAL					

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

Printed Name / Signature

Date