



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

**BIDS AND AWARDS COMMITTEE – II**

<b>Project</b>	HOTEL ACCOMMODATION FOR PCOO ROADSHOW AND FOI CAMPUS CARAVAN IN BUKIDNON ON 22-25 APRIL 2020	<b>Date</b>	<u>27 March 2020</u>
<b>PR No.</b>	<u>2020-03-0193</u>	<b>Quotation Number</b>	<u>2020-03-0072-A</u>
<b>Approved Budget for the Contract</b>	SEVENTY-TWO THOUSAND NINE HUNDRED PESOS (P 72,900.00)	<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 **Wednesday, 1 April 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](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**:
  - ✓ 2020 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
	Apr 21-23 VIP Room, single occupancy	1	Room		
	Apr 22-24 VIP Room, single occupancy	1	Room		
	Apr 21-24 Twin sharing occupancy	1	Room		
	Apr 22-24 Twin sharing occupancy	3	Rooms		
	Apr 22-24 Twin sharing occupancy	1	Room		
	Inclusions: Airconditioned rooms Hot and cold shower Complimentary Bottle/s of water				
	Extra bed (optional) 24 hours/unlimited internet connection Access in elevator (optional) Bathroom amenities Parking slot included CCTV Security at Lobby and Halls 24 hr housekeeping and operator services IDD/NDD telephone				
	-send bill arrangement-				
	The date of the event may be changed two (2) weeks prior or four (4) weeks after the date indicated therein.				
<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