



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 POST SONA	<b>Date:</b>	05 May 2020
<b>PR No:</b>	2020-03-0242	<b>Quotation Number</b>	2020-05-0088
<b>Approved Budget for the Contract:</b>	<b>FOUR HUNDRED NINETY THREE THOUSAND THREE HUNDRED NINETY FIVE PESOS (Php 493,395.00)</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 **11 May 2020** at 5:00 **PM** 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)

<b>Company Name</b>	:	_____	<b>TIN No</b>	:	_____
<b>Address</b>	:	_____	<b>Contact No.</b>	:	_____
<b>Email</b>	:	_____			
<b>Representative</b>	:	_____			

Item No.	Item Description	Qty	Unit	Unit Price	Total
	<b>CATERING SERVICES FOR POST SONA 2020</b>				
	<b>AM SNACKS</b>	300	Pax		
	<b>Inclusions:</b>				
	- Sandwiches				
	- Pastries				
	- Potato Chips				
	- Beverages (Refillable): Coffee, Tea, Mineral Water or Iced Tea				
	<b>LUNCH BUFFET</b>	150	Pax		
	<b>Inclusions:</b>				
	- Hot Main Courses: Salad, Beef, Chicken, Fish, and Pasta				
	- Rice, Potato and Vegetables Siding				
	- Desserts				
	- Beverages (Refillable): Soft drinks, Tea, Mineral Water or Iced Tea				
	<b>PACKED LUNCH</b>	150	Pax		
	<b>Inclusions:</b>				
	- Roast Beef with Mushroom Gravy				
	- Steamed Rice with Vegetables				
	- Beverages (Refillable): Soft drinks, Tea, Mineral Water or Iced Tea				
	<b>Mode of Payment:</b>				
	- <b>Send Bill Arrangement</b>				
	- <b>No Down Payment</b>				
	<b>TOTAL AMOUNT</b>				



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

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Printed Name / Signature

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Date