



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

**BIDS AND AWARDS COMMITTEE – II**

Project:	PCOO LETTERHEAD AND MAILING ENVELOPE	Date:	07/03/2020
PR No.:	2020-03-0210	Quotation Number	2020-07-0100
Approved Budget: for the Contract	SIX HUNDRED TWENTY-FIVE THOUSAND NINE HUNDRED SEVENTY-ONE PESOS AND SEVEN CENTAVOS (₱ 625,971.07)	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 **7 JULY 2020** at **1:00 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:**
- 1. Suppliers shall submit their quotations using this Prescribed Form. Failure to do so shall be render the quotation unresponsive.
  - 2. Delivery period within **THREE (3) CALENDAR DAYS** from receipt of the Purchase Order Form.
  - 3. 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.
  - 4. 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.
  - 5. Price validity shall be for a period of sixty (60) calendar days.
  - 6. Price quotations shall be **INCLUSIVE OF ALL COSTS AND APPLICABLE TAXES**.
  - 7. 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>PCOO LETTERHEAD (LEGAL)</b>  Size: 8-1/2" x 13" Material: White Bond paper, 80gsm Others: One-side printing; texts in black with colored logo Construction: In 500 sheets/ream	276	reams		
	<b>PCOO LETTERHEAD (A4)</b>  Size: 8.3" x 11.7" Material: White Bond paper, 80gsm Others: One-side printing; texts in black with colored logo Construction: In 500 sheets/ream	375	reams		
	<b>PCOO LETTERHEAD (LETTER SIZE)</b>  Size: 8-1/2" x 11" Material: White Bond paper, 80gsm Others: One-side printing; texts in black with colored logo Construction: In 500 sheets/ream	96	reams		



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

**BIDS AND AWARDS COMMITTEE – II**

	<p><b>Envelope, Mailing (PCOO Logo and texts)</b></p> <p><b>Size: 4-1/8" x 9-1/2" (standard size)</b> <b>Material: White Bond paper, 80gsm</b> <b>Others: One-side printing; texts in black with colored logo</b> <b>Construction: In 500 sheets/box</b></p> <p><b>****Nothing follows****</b></p> <p><b>TOTAL AMOUNT</b></p>	<b>55</b>	<b>boxes</b>		
--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------	--------------	--	--

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

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

\_\_\_\_\_  
Date