



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

BIDS AND AWARDS COMMITTEE – II

Project:	INK CARTRIDGES FOR THE MONTH OF JUNE TO DECEMBER	Date:	04 AUGUST 2020
PR No.:	2020-06-0367	Quotation Number	2020-08-0117
Approved Budget: for the Contract	ONE HUNDRED TWENTY-ONE THOUSAND PESOS (P121,000.00)	Mode of Procurement:	SHOPPING B

Please quote your lowest price on the item/s listed below and submit filled out quotation duly signed by your representative not later than **10 August 2020** at **08:00 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 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
	INK CARTRIDGES FOR THE MONTH OF JUNE TO DECEMBER				
1.	PGI-750 Black	20	pcs		
	CLI-751 Black	20	pcs		
	CLI-751 Cyan	20	pcs		
	CLI-751 Magenta	20	pcs		
	CLI-751 Yellow	20	pcs		
2.	PGI-35 Black	20	pcs		
	CLI-36 Tri-Color	20	pcs		
	(NOTHING TO FOLLOWS)				
	NOTE: SEND BILL ARRANGEMENT NO DEPOSIT/DOWN PAYMENT				
	Total				P _____

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

Printed Name / Signature

Date