



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

BIDS AND AWARDS COMMITTEE – II

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|--------------------------------------|---|-------------------------|----------------------------|
| Project: | VAN RENTAL AS ADDITIONAL TRANSPORTATION SERVICE OF THE PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE (PCOO) PERSONNEL | Date: | 12/15/2020 |
| PR No.: | 2020-11-0542 | Quotation Number | 2020-12-0188 |
| Approved Budget: for the Contract | FIVE HUNDRED TWENTY-FOUR THOUSAND FOUR HUNDRED PESOS (P524,400.00) | 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 **21 DECEMBER 2020** at **11:00 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**.
- Suppliers shall submit the following updated documents together with this Request for Quotation Form or submission offer prior to the indicated deadline of submission:
 - ✓ 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)

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|----------------|---|-------|-------------|---|-------|
| Company Name | : | _____ | TIN No | : | _____ |
| Address | : | _____ | Contact No. | : | _____ |
| Email | : | _____ | | | |
| Representative | : | _____ | | | |

| Item No. | Technical Specifications | Qty. | Unit | Unit Price | Total |
|----------|---|------|------|------------|-------|
| | Services of PCOO Employees Technical Specifications: Number of Van: 4 Seating Capacity: Minimum of 13 each Driver Gas Meal of Driver Toll Rates inclusive of Tax Number of days: Twenty-three (23) days Schedule: Mondays to Fridays, excluding holidays/non-working days) Time: 6:00AM to 8:00 PM (Broken shifts allowed) - Actual Service in the Morning: 6:00AM to 10:00 AM and - Actual Service in the Afternoon: 4:00 PM to 8:00 PM - Total Actual Service: 8 hours per day Location covered: Metro Manila Number of trips: At least 2 round trips in the morning from various locations within Metro | | | | |



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| | <p>Manila to Malacañang; and at least 2 round trips in the afternoon from Malacañang to various locations within Metro Manila.</p> <p>Mode of payment: to bill us every month (after completion of monthly service)</p> <p>Additional requirements: Regular disinfection of vehicles Face-mask for drivers Implementation of social distancing for passengers inside the vehicle PhilGEPS registered</p> <p>****Nothing follows****</p> <p>TOTAL AMOUNT</p> | | | | P _____ |
|--|--|--|--|--|----------------|

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

Printed Name / Signature

Date