



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

BIDS AND AWARDS COMMITTEE – II

Project:	Tokens for the Consultative Meeting and Assessment Tool Rollout Hangouts with the Academe, LGU's, NGA's and other Stakeholders	Date:	January 12, 2021
PR No.:	2020-11-0575	Quotation Number	2021-01-0002
Approved Budget: for the Contract	FOUR HUNDRED NINETY-NINE THOUSAND NINE HUNDRED PESOS (P499,900.00)	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 **18 JANUARY 2021** at **9:00 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**.
- 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)

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

Item No.	Technical Specifications	Qty.	Unit	Unit Price	Total
	Tokens for the Consultative Meeting and Assessment Tool Rollout Hangouts with the Academe, LGU's, NGA's and other Stakeholders	100			
	100 pcs Christmas Baskets				
	Inclusions: Shall include the baskets Shall include delivery charge Shall include service fee/charge Shall include all fees and taxes				
	IMPORTANT NOTES: NO Down payment and Send Bill Arrangement				
	****Nothing follows****				
	TOTAL AMOUNT				Php_____



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

Printed Name / Signature

Date