



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

BIDS AND AWARDS COMMITTEE – II

Project:	VAN RENTAL FOR FOI STRATEGIC PLANNING IN TAGAYTAY ON FEBRUARY 15-17, 2021	Date:	01/29/2021
PR No.:	2021-01-0023	Quotation Number	2021-01-0007
Approved Budget: for the Contract	NINETY THOUSAND PESOS (P90,000.00)	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 **02 FEBRUARY 2021** at **12:00NOON** 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
	Van Rental for FOI Strategic Planning in Tagaytay on February 15-17, 2021 (Please see the specifications on the attached file)	5			
	Inclusion of VAT Send bill arrangement/no downpayment				
	TOTAL				_____



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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



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Van Rental for Tagaytay Technical Specifications:

- 5 vehicles
- For 40 pax
- Pick-up date: February 15, 2021 (Monday)
- Drop-off: February 17, 2021 (Wednesday)

Itinerary

Feb. 15, 2021

*Pick-up: 6:00AM FOI Office – 1575 J.P. Laurel St. Malacanang Compound, San Miguel, Manila

*Drop-off

Tagaytay 8:00AM

February 17, 2021

*Pick-up: Tagaytay 12:30 – 1:00PM

*Drop-off

3:00PM FOI Office 1575 J.P. Laurel St. Malacang Compound, San Miguel Manila

- With observance to health safety protocol i.e. Social Distancing
(Inclusions: Government tax, gas, toll fee, parking fee, and other miscellaneous expense)
- Sanitation of Vans before use.