



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

**BIDS AND AWARDS COMMITTEE – II**

Project:	VAN RENTAL FROM MARCH TO DECEMBER 2021	Date:	02 MARCH 2021
PR No.:	2021-02-0110	Quotation Number	2021-03-0038
Approved Budget: for the Contract	EIGHT HUNDRED SIXTY-TWO THOUSAND FIVE HUNDRED PESOS (P862,500.00)	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 **08 March 2021** at **08:00 AM** 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:**

- 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
  - ✓ 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>VAN RENTAL FROM MARCH TO DECEMBER 2021</b>				
	4x4 (3 row SUV) – 75 Days	1			
	Passenger Van – 75 Days	1			
	Indicative Itinerary pegged for every month: AIRPORT – CDO – BUKIDON – CDO - AIRPORT				
	Inclusions: Driver's fee Toll fee (if there's any) Fuel fee Driver's Meal and accommodation				
	<b>(NOTHING TO FOLLOWS)</b>				
	<b>NOTE: SEND BILL ARRANGEMENT NO DEPOSIT/DOWN PAYMENT</b>				
	<b>Total</b>				<b>P</b>

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

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

\_\_\_\_\_  
Date