



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

BIDS AND AWARDS COMMITTEE – II

Project:	WOMEN'S HYGIENIC KIT/GO BAG	Date:	03/12/2021
PR No.:	2021-03-0142	Quotation Number	2021-03-0050
Approved Budget: for the Contract	SEVEN HUNDRED FORTY THOUSAND FOUR HUNDRED PESOS (P740,400.00)	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 **17 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.

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)

Company Name : _____
Address : _____
Email : _____
Representative : _____

TIN No : _____
Contact No. : _____

Item No.	Technical Specifications	Qty.	Unit	Unit Price	Total
	WOMEN'S HYGIENIC KIT/GO BAG				
	Care Kits	2,400	Pcs.		
	Inclusion per Care Kit:				
	- Face Masks (3-ply disposable surgical masks);	10	Pcs.		
	- Alcohol (70% Ethyl Alcohol, 25 mL);	1	Bottle		
	- Facial Tissue (Pocket Size, Travel Facial Tissue Pack);	1	Pack		
	- Custom Print Pouch Bag (25.1 x 15.7 x 2.9 cm pouch bag with PCOO and MGEC Logo);	1	Pc.		
	- Sanitizing Wipes (Resealable, Pocket Size, Travel Disinfecting wipes);	1	Pack		
	- Bookmark (Custom COVID-19 reminders bookmark);	1	Pc.		
	- Face shield (Acetate material, Anti-fog film + PC Frame + Silicone	1	Pc.		
	- Safe type clear plastic, double side protective film, folding frame structure.); and				
	- Ascorbic Acid Tablets (500mg Ascorbic Acid tablets)	20	Pcs.		
	*Please see attached file for the Logo of the Custom Print Pouch				



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	Note: <ul style="list-style-type: none">- No Down payment;- Send Bill arrangement- Inclusive of all costs and applicable taxes) <p>****Nothing follows****</p> <p>TOTAL AMOUNT</p>				P _____
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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