



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

BIDS AND AWARDS COMMITTEE – II

Project:	COPY PAPER, A4 AND DATA FOLDER	Date:	MARCH 26, 2021
PR No.:	2021-03-0178	Quotation Number	2021-03-0059
Approved Budget: for the Contract	SIXTY-THREE THOUSAND SIX HUNDRED PESOS (P63,600.00)	Mode of Procurement:	SHOPPING B

Please quote your lowest price on the item/s listed below and submit filled out quotation duly signed by your representative not later than **30 MARCH 2021** at **10:00 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
	COPY PAPER, A4 Paper, Multicopy, 80gsm, size: 210mm x 297mm (A4)	120	reams		
	DATA FOLDER (HORIZONTAL) Technical Specifications: <ul style="list-style-type: none">- Preferred color, Red (if any) Dimension: <ul style="list-style-type: none">- Width: 75mm (min)- Height: 230mm (min)- Length: 380mm (min) Materials: <ul style="list-style-type: none">- Chipboard: 2.5mm- Leatherette paper and/or Polypropylene (pp) Materials made of linen design for outside cover	300	pcs		
	****Nothing follows**** TOTAL AMOUNT				P _____

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

Printed Name / Signature

Date