



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

**BIDS AND AWARDS COMMITTEE – II**

<b>Project:</b>	<b>PCOO and Transparency Roadshows and Caravan: (Catering Services for National Consultation in Butuan on 15 April 2021)</b>	<b>Date:</b>	<b>04/07/2021</b>
<b>PR No.:</b>	<b>2021-04-0210</b>	<b>Quotation Number</b>	<b>2021-04-0065</b>
<b>Approved Budget: for the Contract</b>	<b>EIGHTY-FIVE THOUSAND PESOS (P85,000.00)</b>	<b>Mode of Procurement:</b>	<b>Small Value Procurement</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 **12 APRIL 2021** at **5:00AM** 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 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)

<b>Company Name</b>	:	_____
<b>Address</b>	:	_____
<b>Email</b>	:	_____
<b>Representative</b>	:	_____
	<b>TIN No</b>	: _____
	<b>Contact No.</b>	: _____

Item No.	Technical Specifications	Qty.	Unit	Unit Price	Total
	<b>Catering service (packed meals) in Butuan</b> Shall be delivered on <b>15 April 2021</b> in Agusan Del Norte Capitol Covered Court, Capitol Site, J. Rosales, Butuan City at 8:00 AM  Inclusions: utensils, tissues/napkins, service charge, delivery charge, and other related expenses <b>*Chairs for 200pax with cloth cover</b> <b>*3 uniformed waiters</b> (must comply with the IATF travel requirements (swab result, clearance, etc.)	250	pax		
		200 3	piece		



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	AM Heavy Snacks (shall include: Pasta without pork, Fried Chicken or Chicken BBQ, Sandwich or burger without pork, cold bottled drinks)  Must be sanitized in a clean styro/paper box. Individually packed.  Inclusion of all cost and applicable taxes (i.e. bank charges, VAT) Send bill arrangement / no downpayment				
	<b>TOTAL</b>				_____

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

\_\_\_\_\_

Printed Name / Signature

\_\_\_\_\_

Date