



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

BIDS AND AWARDS COMMITTEE – II

Project:	HARD DRIVE FOR OFFICE OF THE GLOBAL MEDIA AND PUBLIC AFFAIRS' PRODUCTION	Date:	April 14, 2021
PR No.:	2021-03-0156	Quotation Number	2021-03-0055
Approved Budget: for the Contract	SIXTY-ONE THOUSAND PESOS (PHP 61,000.00)	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 **19 April 2021** at **1:00 PM** 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 Specification	Qty.	Unit	Unit Price	Total
	2 TB capacity hard drive	5			
	4TB capacity hard drive	5			
	System Compatibility: Windows 7 or higher, or MAC OS X 10.9 or higher operating system				
	Interface: USB 3.0				
	Accessories: USB 3.0 cable or better				
	TOTAL AMOUNT				

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

Printed Name / Signature

Date