



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

BIDS AND AWARDS COMMITTEE – II

Project:	PCOO AND TRANSPARENCY ROADSHOWS AND CARAVAN (HOTEL ACCOMMODATION FOR NATIONAL CONSULTATION IN LEGAZPI ON 21-23, 2021	Date:	04/16/2021
PR No.:	2021-04-0218	Quotation Number	2021-04-0070
Approved Budget: for the Contract	SIXTY ONE THOUSAND FORTY PESOS (PHP 61,040.00)	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 **20 April 2021** at **6:00 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
	PCOO and Transparency Roadshows and Caravan (Hotel Accommodation for National Consultation in Legazpi on 21-23 April 2021) (Shall include complementary breakfast and parking)				
	VIP Room (3 days, 2 nights) Check in date: 21 April 2021 Check-out date: 23 April 2021 Quantity 2	2 rooms			
	Twin Sharing room (3 days, 2 nights) provide double occupancy that has two deluxe beds Quantity: 4 rooms Check in date: 21 April 2021 Check-out date: 23 April 2021	4 rooms			
	The date may change 2 weeks prior to or 4 weeks after the indicated date.				
	No downpayment Send Bill Arrangement				



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	<p>Inclusive of all costs and applicable taxes (i.e, bank charges, VAT, other charges, etc)</p> <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