



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 (Catering Service - Packed Meals for National Consultation in Tuguegarao on May 5, 2021)		Date:	26 April 2021
PR No.:	2021-04-0259	Quotation Number	2021-04-0077	
Approved Budget: for the Contract	FIFTY FOUR THOUSAND PESOS [54,000.00]		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 **30 APRIL 2021** at **12:01AM** 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  
Professional License/Curriculum Vitae (*for Consulting Services*)
  - ✓ **BIR Form 2303 (Certificate of Registration)**
  - ✓ **Omnibus Sworn Statement**

Company Name	:				
Address	:				
Email	:		TIN No	:	
Representative	:		Contact No.	:	

Item No.	Technical Specifications	Qty.	Unit	Unit Price	Total
	<b>PCOO and Transparency Roadshows and Caravan (Catering Service - Packed Meals for National Consultation in Tuguegarao on May 5, 2021)</b> <ul style="list-style-type: none"><li>Shall be delivered on <i>5 May 2021</i> in Cagayan Sports Coliseum Tuguegarao, Cagayan Regional Center (TBC) at 08:00 am</li></ul>	<b>200</b>	<b>pax</b>		



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	<ul style="list-style-type: none"><li>Inclusions: utensils, tissues/napkins, service charge, delivery charge, and other related expenses.</li></ul> <p><u>AM Heavy Snacks</u> (shall include: Pasta without pork, Fried Chicken or Chicken BBQ, Sandwich or burger without pork, cold bottled drinks)</p> <ul style="list-style-type: none"><li>Must be sanitized and in a clean styro/paper box/bento box. Individually packed.</li></ul> <p><b>IMPORTANT NOTES:</b> *The date may change 2 weeks prior to or 4 weeks after the indicated date.</p> <ul style="list-style-type: none"><li>No Down payment</li><li>Send Bill Arrangement</li><li><u>inclusive of all costs and applicable taxes (i.e. bank charges, VAT, other charges, etc.)</u></li></ul> <p>***Nothing follows***</p> <p><b>TOTAL AMOUNT</b></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