



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 Koronadal, South Cotabato on May 18, 2021)	
PR No.:	2021-04-0278	Date: 05 May 2021
Approved Budget: for the Contract	ONE HUNDRED THOUSAND PESOS (100,000.00)	Quotation Number 2021-05-0083
		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 **10 May 2021** at **06:00 AM** through e-mail via 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)

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

Item No.	Technical Specifications	Qty.	Unit	Unit Price	Total
	<u>PCOO and Transparency Roadshows and Caravan (Catering Service - Packed Meals for National Consultation in Koronadal, South Cotabato on May 18, 2021)</u> <ul style="list-style-type: none">Shall be delivered on 18 May 2021 in <u>Koronadal, South Cotabato Regional Center at 08:00 am</u>Inclusions: utensils, tissues/napkins, service charge, delivery charge, and other related expenses.Chairs for 200 pax with cloth cover3 uniformed waiters (must comply with the IATF travel requirements (Negative Covid test result, clearance, etc <u>AM Heavy Snacks</u> (shall include: Pasta without pork, Fried Chicken or Chicken BBQ, Sandwich or burger without pork, cold bottled drinks) Must be sanitized and in a clean styro/paper box. Individually packed.	200	Pax		
		200	pcs		



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	<p>IMPORTANT NOTES:</p> <p>*The date may change 2 weeks prior to or 4 weeks after the indicated date.</p> <ul style="list-style-type: none">No Down paymentSend Bill Arrangement<u>inclusive of all costs and applicable taxes (i.e. bank charges, VAT, other charges, etc.)</u> <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