



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 Baguio, Benguet on May 31 - June 2, 2021)	
PR No.:	2021-04-0299	Date: 10 May 2021
Approved Budget: for the Contract	SIXTY SIX THOUSAND PESOS (66,000.00)	Quotation Number 2021-05-0090
		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 **14 May 2021** at **12:01 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
 - 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 Baguio, Benguet on May 31 - June 2, 2021) <u>(shall include complimentary breakfast and parking)</u> VIP room (3 days and 2 nights) 1st day May 31 check in 2nd day June 1 3rd day June 2 check out Twin sharing room (3 days and 2 nights) provide double occupancy that has two deluxe beds 1st day May 31 check in 2nd day June 1 3rd day June 2 check out IMPORTANT NOTES: *The date may change 2 weeks prior to or 4 weeks after the indicated date. <ul style="list-style-type: none">• No Down payment• Send Bill Arrangement• <u>inclusive of all costs and applicable taxes (i.e. bank charges, VAT, other charges, etc.)</u>	2	Rooms		
		4	Rooms		



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	****Nothing follows****				
	TOTAL AMOUNT				P_____

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

Printed Name / Signature

Date