



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 Baguio, Benguet on June 1, 2021)	
PR No.:	2021-05-0316	Date: 11 MAY 2021
Approved Budget: for the Contract	SIXTY THOUSAND PESOS (60,000.00)	Quotation Number 2021-05-0101
		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 **17 May 2021** at **09:00AM** 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
	<p><u>PCOO and Transparency Roadshows and Caravan (Catering Service - Packed Meals for National Consultation in Baguio, Benguet on 01 June 2021)</u></p> <ul style="list-style-type: none">Shall be delivered on 1 June 2021 in <u>Baguio, Benguet Regional Center at 08:00 am</u>Inclusions: utensils, tissues/napkins, service charge, delivery charge, and other related expenses.3 uniformed waiters (must comply with the IATF travel Requirements (Negative covid test result, clearance, etc <p>AM Heavy Snacks (shall include: Pasta without pork, Fried Chicken or Chicken BBQ, Sandwich or burger without pork, cold bottled drinks)</p> <p>Must be sanitized and in a clean styro/paper box/bento box. Individually packed.</p>	200	pax		



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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 payment• Send 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