



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 Tacloban, Leyte on 08 June 2021)	Date:	11 MAY 2021
PR No.:	2021-05-0318	Quotation Number	2021-05-0103
Approved Budget: for the Contract	FIFTY THOUSAND PESOS (50,000.00)	Mode of Procurement:	SMALL VALUE PROCUREMENT (SVP)

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 **11:00AM** 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
  - ✓ 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><b>PCOO and Transparency Roadshows and Caravan (Catering Service – Packed Meals for National Consultation in Tacloban, Leyte on 08 June 2021)</b></p> <p><b>*Shall be delivered on 08 June 2021 in Tacloban, Leyte Regional Center at 08:00AM.</b></p> <p><u>Inclusions:</u> Utensils, tissue/napkin, service charge, delivery charge, and other related expenses.</p> <p>3 uniformed waiters - must comply with the IATF Travel Requirements (negative COVID test result, clearance, etc.)</p> <p><b>AM Heavy Snacks</b> (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.</li><li>- Individually packed.</li></ul>	200	Packs		



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

**BIDS AND AWARDS COMMITTEE – II**

	<p><b>IMPORTANT NOTES:</b></p> <p>*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>- Inclusive of all costs and applicable taxes (i.e. bank charges, VAT, other charges, etc.)</li></ul> <p>****Nothing follows****</p> <p><b>TOTAL AMOUNT</b></p>				<b>P</b> _____
--	--	--	--	--	----------------

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

\_\_\_\_\_  
Printed Name / Signature

\_\_\_\_\_  
Date