



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 Calapan, Oriental Mindoro on 25 May 2021)	Date:	18 MAY 2021
PR No.:	2021-05-0302	Quotation Number	2021-05-0094-B
Approved Budget: for the Contract	NINETY SIX THOUSAND PESOS (96,000.00)	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 **21 May 2021** at **05:00AM** 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 : \_\_\_\_\_  
Address : \_\_\_\_\_  
Email : \_\_\_\_\_  
Representative : \_\_\_\_\_

TIN No : \_\_\_\_\_  
Contact No. : \_\_\_\_\_

Item No.	Technical Specifications	Qty.	Unit	Unit Price	Total
	<b><u>PCOO and Transparency Roadshows and Caravan (Catering Service - Packed Meals for National Consultation in Calapan, Oriental Mindoro on 25 May 2021.</u></b> <ul style="list-style-type: none"><li>Shall be delivered on <b>25 May 2021</b> in <b><u>Calapan, Oriental Mindoro Regional Center at 08:00 am</u></b></li><li>Inclusions: utensils, tissues/napkins, service charge, delivery charge, and other related expenses.</li><li>200 pcs Chairs with cloth cover</li><li>3 uniformed waiters (must comply with the IATF travel Requirements (Negative covid test result, clearance, etc</li></ul> <b><u>AM Heavy Snacks</u></b> (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/bento box. Individually packed.	200	Pax		
		200	Pcs.		
	<b>IMPORTANT NOTES:</b> *The date may change 2 weeks prior to or 4 weeks after the indicated date. <ul style="list-style-type: none"><li>No Down payment</li><li>Send Bill Arrangement</li></ul>				



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	<ul style="list-style-type: none"><li><u><i>inclusive of all costs and applicable taxes (i.e. bank charges, VAT, other charges, etc.)</i></u></li></ul> <p>****Nothing follows****</p> <p><b>TOTAL AMOUNT</b></p>				<b>P</b> _____
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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