



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 BARMM Cotabato, Maguindanao on 29 June 2021)	Date:	18 MAY 2021
PR No.:	2021-05-0323	Quotation Number	2021-05-0113
Approved Budget: for the Contract	ONE HUNDRED THIRTY-FIVE THOUSAND EIGHT HUNDRED PESOS (135,800.00)	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 **24 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
	PCOO and Transparency Roadshows and Caravan (Catering Service – Packed Meals for National Consultation in BARMM Cotabato, Maguindanao on 29 June 2021)				
	*Shall be delivered on 29 June 2021 in Cotabato, Maguindanao Regional Center at 08:00AM.				
	<u>Inclusions:</u> Utensils, tissues/napkins, service charge, delivery charge, and other related expenses.	200	Pcs.		
	200 pcs chairs with cloth cover	200	Pcs.		
	3 uniformed waiters - must comply with the IATF Travel Requirements (negative COVID test result, clearance, etc.)				
	AM Heavy Snacks (shall include: Pasta without pork, fried chicken or chicken BBQ, sandwich or burger without pork, cold bottled drinks)	200	Pax		
	- Must be sanitized and in a clean styro/paper box/bento box.				



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	<p>- Individually packed.</p> <p>IMPORTANT NOTES:</p> <p>*The date may change 2 weeks prior to or 4 weeks after the indicated date.</p> <p>- No Down payment - Send Bill Arrangement - Inclusive of all costs and applicable taxes (i.e. bank charges, VAT, other charges, etc.)</p> <p>****Nothing follows****</p> <p>TOTAL AMOUNT</p>				<p>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