



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 Packed Meals) – Packed Meals for National Consultation in Calamba, Laguna on July 06, 2021)	Date:	18 MAY 2021
PR No.:	2021-05-0321	Quotation Number	2021-05-0111
Approved Budget: for the Contract	EIGHTY THOUSAND PESOS (80,000.00)	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 **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 Packed Meals) – Packed Meals for National Consultation in Calamba, Laguna on July 06, 2021) <ul style="list-style-type: none">Shall be delivered on 06 July 2021 in Calamba, Laguna Regional Center at 08:00 amInclusions: utensils, tissues/napkins, service charge, delivery charge, and other related expenses.200 pcs chairs with cloth cover3 uniformed waiters (must comply with the IATF travel Requirements (Negative covid test result, clearance, etcAM Heavy Snacks	200	Pcs.		
		200	Pcs.		
		200	Pax.		



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	<p>(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> <p>IMPORTANT NOTES: *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><i>inclusive of all costs and applicable taxes (i.e. bank charges, VAT, other charges, etc.)</i></u>				
	<p>****Nothing follows****</p> <p>TOTAL AMOUNT</p>				<p>P_____</p>

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

Printed Name / Signature

Date