



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 (Hotel accommodation for National Consultation in Tacloban, Leyte on 7-9 June 2021)	Date:	28 MAY 2021
PR No.:	2021-05-0317	Quotation Number	2021-05-0102-C
Approved Budget: for the Contract	FIFTY THOUSAND PESOS (P50,000.00)	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 **02 JUNE 2021** at **12NN** through e-mail via bac2rfq@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 (Hotel accommodation for National Consultation in Tacloban, Leyte on 7-9 June 2021) (shall include complimentary breakfast and parking)				
	VIP room				
	1st day 7 June 2021 (check in)	2	Rooms		
	2nd day 8 June 2021				
	3rd day 9 June 2021 (check out)				
	Twin sharing room				
	provide double occupancy that has two deluxe beds	4	Rooms		
	1st day 7 June 2021 (check in)				
	2nd day 8 June 2021				
	3rd day 9 June 2021 (check out)				
	IMPORTANT NOTES:				
	*The date may change 2 weeks prior to or 4 weeks after the indicated date.				
	<ul style="list-style-type: none">No Down paymentSend Bill Arrangement<u>inclusive of all costs and applicable taxes (i.e. bank charges, VAT, other charges, etc.)</u>				
	****Nothing follows****				
	TOTAL AMOUNT				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