



**BIDS AND AWARDS COMMITTEE  
(BAC II)**

**REQUEST FOR QUOTATION**

**Project** : CATERING SERVICES **Date** : 11 December 2018  
**PR No.** : 2018-11-1264 **Quotation No.** : 2018-12-023  
**Approved Budget for the Contract** : TWO HUNDRED FIFTY-FIVE THOUSAND FOUR HUNDRED SEVENTY-FIVE PESOS (Php 255, 475) **Procurement Method** : 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 14 December 2018 at 11:59 PM at New Executive Bldg., JP Laurel St., San Miguel Manila, [psu.pcoo@gmail.com](mailto:psu.pcoo@gmail.com)

**General Conditions:**

1. Delivery period within 3 calendar days from receipt of the Purchase Order form.
2. 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.
3. Price validity shall be for a period of sixty (60) calendar days.
4. Price quotations shall be **INCLUSIVE OF ALL COSTS AND APPLICABLE TAXES.**
5. The supplier awarded with the contract shall submit the following updated documents prior to **payment:**

- Mayor's / Business Permit
- PhilGEPS Registration Number
- Income/Tax Return
- Omnibus Sworn Statement
- Professional License/Curriculum Vitae (Consulting Services)
- PCAB License (Infra.)
- NFCC (Infra.)

**Company Name** : \_\_\_\_\_  
**Address** : \_\_\_\_\_  
**Email** : \_\_\_\_\_ **TIN No** : \_\_\_\_\_  
**Representative** : \_\_\_\_\_ **Contact No.** : \_\_\_\_\_

Item No.	Item Description	Qty	Unit	Unit Price	Total
1	<b>Catering Services</b>  Catering Services that can serve Buffet. Tables and Chairs are included.  Tentative Date: Dec. 17, 2018 From 4:00pm to 10:00pm  Menu Package Beef Chicken Pasta Fish Vegetables Desert Rice Drinks  <b>TOTAL AMOUNT</b>	500		_____	_____
				<b>P</b> _____	<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