



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

REQUEST FOR QUOTATION

Project	: USB Flash Drives	Date	: 12 December 2018
PR No.	: 2018-11-1343	Quotation No.	: 2018-12-020
Approved Budget for the Contract	: ONE HUNDRED FIVE THOUSAND PESOS (P 105,000)	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 P.M. at New Executive Bldg., JP Laurel St., San Miguel Manila or email to psu.pcoo@gmail.com.

General Conditions:

1. Delivery period within 7 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 topayment:**

- Mayor's / Business Permit
- PhilGEPS Registration Number
- Omnibus Sworn Statement

Company Name : _____
Address : _____
Email : _____ **TIN** : _____
Representative : _____ **Contact No.** : _____

Item No.	Item Description	Qty	Unit	Unit Price	Total
1	Customized Credit Card USB Flash Drives (8GB)	300	Pcs	_____	_____
	TOTAL AMOUNT				P _____

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

Printed Name / Signature

Date