



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

**REQUEST FOR QUOTATION**

**Project** : Catering Services for FOI Workshop for Librarians in Davao  
**PR No.** : 2019-08-1004  
**Approved Budget for the Contract** : FIFTY NINE THOUSAND SEVEN HUNDRED SIXTY PESOS (Php 59,760.00)  
**Date** : 27 September 2019  
**Quotation No.** : 2019-09-0263  
**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 **01 October 2019 at 10:00 A.M.** at New Executive Bldg., JP Laurel St., San Miguel Manila, through [psu.pcoo@gmail.com](mailto:psu.pcoo@gmail.com), or fax to 588-06-91.

**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** : \_\_\_\_\_  
**Representative** : \_\_\_\_\_  
**TIN No** : \_\_\_\_\_  
**Contact No.** : \_\_\_\_\_

Item No.	Item Description	Qty	Unit	Unit Price	Total
1	Catering Service for the FOI Workshop for Librarians in Davao City 11 October 2019 (9AM – 5PM)  <b>Lunch meals (120 pax)</b> -Rice, meat, fish, vegetables, dessert, iced tea  Inclusions: -Buffet table set up -Dinnerware, glass ware, flatware and other utensils -service staff in uniform -service water -overflowing coffee -other expenses (transportation, service charge, VAT, and etc)  Send bill arrangement /No down payment  <b>TOTAL AMOUNT</b>	120	Pax		<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