



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

**REQUEST FOR QUOTATION**

**Project** : HOSPITALITY KITS FOR THE 5<sup>TH</sup> MEETING OF ASEAN SOMRI **Date** : 05 NOVEMBER 2019  
**PR No.** : 2019-09-1120 **Quotation No.** : 2019-11-0330  
**Approved Budget for the Contract** : SIX HUNDRED NINETY-THREE THOUSAND PESOS (P 693,000.00) **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 08 November 2019 at 08:00 A.M. at New Executive Bldg., JP Laurel St., San Miguel Manila or email to [psu.pcoo@gmail.com](mailto: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 to payment:**

- ☒ Mayor's / Business Permit
- ☒ PhilGEPS Registration Number
- ☒ BIR FORM 2303
- ☒ Omnibus Sworn Statement

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

Item No.	Item Description	Qty	Unit	Unit Price	Total
1.	<b>HOSPITALITY KITS FOR THE 5<sup>TH</sup> MEETING OF ASEAN SOMRI</b> <b>CONFERENCE BAG</b> <ul style="list-style-type: none"><li>• Dimensions: 16" x 14.5" x 4"</li><li>• Make: Heavy – weight natural cotton canvass</li><li>• Color: Black</li><li>• With adjustable crossbody straps made from 100% cotton webbing (black) 50/51" in length.</li><li>• Silver colored sliders</li><li>• 100% wide cotton webbing handles</li><li>• Velcro closure</li><li>• With personalized PLAIN BAG TAG with Asean Logo</li></ul>	100	PCS		
2.	<b>PASSPORT HOLDER WITH BUILT IN POWERBANK</b> <ul style="list-style-type: none"><li>• Capacity: 400 mAh/14.8Wh</li><li>• Input: DC5V-2A</li><li>• High quality PU leather</li><li>• Color: Black</li></ul>	100	PCS		
3.	<b>NOTEPAD WITH ASEAN LOGO (WATER MARK)</b> <ul style="list-style-type: none"><li>• 100 sheets /pad</li><li>• Size: ½ of A4 bond paper size</li></ul>	100	PCS		



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4.	<b>8 PC. PACKING CUBE LUGGAGE ORGANIZER POUCH WITH VANITY/TOILETRY KIT</b> <ul style="list-style-type: none"><li>• Color: Gray</li><li>• 1 pouch containing all the packing cubes with ASEAN Logo</li></ul>	100	PCS		
5.	<b>NATURAL BAMBOO DOUBLE WALL STAINLESS STEEL COFFEE TUMBLER</b> <ul style="list-style-type: none"><li>• Size 450ml</li><li>• With monogrammed ASEAN Logo</li></ul>	250	PCS		
6.	<b>UNISEX CASUAL HOODIE ZIP UP WITH SIDE POCKETS</b> <ul style="list-style-type: none"><li>• Material: Cotton blend/polyester</li><li>• Jacket Color: Dark Gray</li><li>• Cuffs &amp; Jacket band and inside hood: light gray</li><li>• With embroidered ASEAN Logo</li></ul>	100	PCS		
7.	<b>POCKETBACK HAND SANITIZER WITH HOLDER</b> <ul style="list-style-type: none"><li>• Size:29ml</li></ul>	100	PCS		
8.	<b>ORGANIC MOSQUITO REPELLENT</b> <ul style="list-style-type: none"><li>• Size:30m</li></ul>	100	PC		
<b>TOTAL AMOUNT</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