



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

**REQUEST FOR QUOTATION**

**Project** : CATERING SERVICES FOR PCOO ANNIVERSARY **Date** : 12 NOVEMBER 2019  
**PR No.** : 2019-10-1170 **Quotation No.** : 2019-11-0342  
**Approved Budget for the Contract** : FOUR HUNDRED EIGHTEEN THOUSAND PESOS (P 418,000.00) **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 **13 November 2019 at 11:00 A.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 to payment:**

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

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

Item No.	Item Description	Qty	Unit	Unit Price	Total
	<b>DINNER BUFFET MENU</b>				
	<ul style="list-style-type: none"> <li>• Appetizer</li> <li>• Soup</li> <li>• Complete fresh vegetables</li> <li>• Hot main courses; Beef/Chicken/Pork Seafoods/Vegetables</li> <li>• Pasta bar</li> <li>• Steamed white &amp; java rice</li> <li>• Dessert buffet</li> <li>• Refillable soft drinks/Ice tea Mineral water/Coffee</li> </ul>	<b>400</b>	<b>Pax</b>		
	***nothings follows***				
	<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