



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

REQUEST FOR QUOTATION

Project : FOI GIVEAWAYS	Date : 15 NOVEMBER 2019
PR No. : 2019-11-1295	Quotation No. : 2019-11-0353
Approved Budget for the Contract : THREE HUNDRED NINETEEN THOUSAND PESOS (P 319,000.00)	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 **20 November 2019 at 01:00 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 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.	FOI GIVEAWAYS FOI MUG <ul style="list-style-type: none">NAVY BLUE OR WHITE CERAMIC MUG W/ BOX3.75" x 9"11 oz CAPACITYFULL SUBLIMATION PRINT (3.75" x 9")	500	Pcs		
2.	FOI PLANNER <ul style="list-style-type: none">HARD COVER W/ ELASTIC CLOSURE (5" x 9")PAGES: 192COLOR: DARK PASTEL BLUEPAPER WEIGHT: 70 gsm/47lb.LIES FLAT, OPENS AT 180°MATCHING BOOKMARK RIBBON (NAVY BLUE)ROUNDED CORNERSPRINTED TEXT SUBLIMATION "KNOW YOUR GOVERNMENT BETTER" LIGHT GRAY (4" x 5")INNER EMBOSSSED TEXT AND LOGO NOTE: SEND BILL ARRANGEMENT NO DEPOSIT/DOWN PAYMENT ****NOTHING TO FOLLOWS****	500	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