



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

REQUEST FOR QUOTATION

Project : GIVEAWAYS FOR THE 2019 FOI AWARDS AND SUMMIT **Date** : 25 NOVEMBER 2019
PR No. : 2019-11-1279 **Quotation No.** : 2019-11-0365
Approved Budget for the Contract : THREE HUNDRED FOURTEEN THOUSAND PESOS (P 314,000.00) **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 **28 NOVEMBER 2019** at **5:00 PM** 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
- ☒ Omnibus Sworn Statement
- ☒ BIR FORM 2303

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

Item No.	Item Description	Qty	Unit	Unit Price	Total
1	Bamboo Tumbler: Capacity: 17 oz with Stainless Steel Interior, With detachable infuser and Katsa bag with label (Board Paper, One side print: 3.5" x 2") – 200 pcs. Engrave: FOI Logo: 1.5" x 1.5" diameter (Front) Text (KNOW YOUR GOVERNMENT BETTER): 3" x 1.5" (Back)	200	Pcs		
2	Wooden Box with engraved FOI logo: (11"H x 7"W x 4"B) with Japanese paper inside, 100 pcs. Engrave: FOI Logo: 2.5" x 2.5" diameter (Front)	100	Pcs		
3	Crystal Paperweight with black box (Gold stamped logo): 5" x 5" diameter, 3D Laser of FOI logo, 100 pcs. Glass	100	Pcs		
4	Mini Travel Pocket Organizer: 7.5" x 4.5", with rubberized printed FOI Logo (2.5" x 0.5"), Material: Polyester, Hard case interior, two-way zipper, leather handle (0.5"w x 6"h), 2 partitions on left side, inside pocket with zipper on the right side, 200 pcs. Date of event; December 11-12, 2019 Delivery Date is on or before 5 December 2019. Please see attached designs. Send bill/no down payment	200	Pcs		
TOTAL AMOUNT					

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

Printed Name / Signature

Date

Giveaways:

1. Bamboo Tumbler: Capacity: 17 oz with Stainless Steel Interior, With detachable infuser and Katsa bag with label (Board Paper, One side print: 3.5" x 2") – **200 pcs.**
Engrave:
 - FOI Logo: 1.5" x 1.5" diameter (Front)
 - Text (KNOW YOUR GOVERNMENT BETTER): 3" x 1.5" (Back)
2. Wooden Box with engraved FOI logo: (11"H x 7"W x 4"B) with Japanese paper inside, **100 pcs.** Engrave:
 - FOI Logo: 2.5" x 2.5" diameter (Front)
3. Crystal Paperweight with black box (Gold stamped logo): 5" x 5" diameter, 3D Laser of FOI logo, **100 pcs.**
4. Mini Travel Pocket Organizer: 7.5" x 4.5", with rubberized printed FOI Logo (2.5" x 0.5"), Material: Polyester, Hard case interior, two-way zipper, leather handle (0.5"w x 6"h), 2 partitions on left side, inside pocket with zipper on the right side, **200 pcs.**

