



**Presidential Communications Operations Office
BUREAU OF COMMUNICATIONS SERVICES**
310 PCS Bldg., San Rafael St., San Miguel Malacañang Complex, Manila

FINANCE AND ADMINISTRATIVE DIVISION

Property & Supply Section
TEL. NO. 7342117 / 7342125
FAX NO. 7342125 / 7342118

REQUEST FOR QUOTATION

PR/REFERENCE NO. 2018-08-0407
MODE OF PROCUREMENT SVP

August 30, 2018
DATE

Company Name: _____

Address: _____

Sir/Madam:

The Bureau of Communications Services would like to request for a quotation for the following item with **ABC** of **P 100,000.00**

Qty.	Unit	Particulars/Specification Requirements
1	lot	Catering services for Launching and Orientation on the Revised Gender-Fair Media Guidebook No. of participants: 150 Date: September 6, 2018 AM snacks: plated; light snacks only (one sandwich, drinks and unlimited coffee) Serving time: 10:30 a.m. Managed buffet lunch: with at least 3 main course (fish, chicken, beef or pork); 1 choice of vegetables, dessert, unlimited drinks, unlimited rice Serving time: 12:00 p.m. Venue: PIA Auditorium, Visayas Avenue, Diliman, Quezon City Violet and white linen table cover to be provided by the caterer Chairs with linen cover to be provided by the caterer Menu shall be approved by end-user Must have 10% buffer on meal requirement

Please quote your government price/s including Vat and delivery charges, if any.
 For exclusive manufacturer, or distributor, please attach in your quotation a certification.
 As a condition for award, please be noted that you will be required to submit **Mayor's/Business Permit, Income/Business Tax Return and proof of PHILGEPS registration.**

Please submit your quotation to BCS, Finance and Administrative Division, Property & Supply Section at **ground floor, 310 PCS Bldg., San Rafael St., San Miguel, Malacañang Complex, Manila**, or fax it through number **7342125** or **7342118** or email to **lhaine_b@yahoo.com** not later than **September 3, 2018**. You may also contact **Ms. Lhaine Barrientos, Chief, Property & Supply Section** for other concerns.

Terms and Conditions:

1. Quotation validity shall not be less than **30 calendar days**
2. For goods, Indicate brand, model.
3. Terms of Payment:
 - a. Cash on delivery/Cheque on delivery; or
 - b. Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise to Debit Account)
 Please indicate the following details:
 Account Name
 Account Number
 Bank Name
 Branch

Note: Non-Landbank of the Philippines (LBP) account shall be charged service fee.
4. **Penalty: one tenth (1/10) of one percent for everyday of delay shall be imposed**
5. All transactions are subject to creditable withholding taxes.

Very truly yours,

ESTHER G. GUIBONE
BAC Chairman

Received by: _____

Date: _____