



**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. 2018-10-0511  
DE OF PROCUREMENT Shopping

October 18, 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 P35,000.00

Qty.	Unit	Particulars/Specification Requirements
20	bot./week	<b>Supply and Delivery of Purified Drinking Water January-December 2019 Specs: 5 gallons/bottle</b>

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 **October 24, 2018**

**Terms and Conditions:**

1. Quotation validity shall not be less than **90 calendar days**
2. Indicate brand, model.
3. Terms of Payment: **within 30 working days upon final inspection and acceptance**
  - 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. Indicate warranty, if any.
6. All transactions are subject to creditable withholding taxes.
7. The quotation shall include the signature of the company's representative.

Very truly yours,

**ESTHER G. GUIBONE**  
BAC-Chairman

Received by:  
Date: