



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. 7342147  
 FAX NO. 7342147 / 7342118

**REQUEST FOR QUOTATION**

PR/REFERENCE NO. 2018-11-0571

December 4, 2018

DE OF PROCUREMENT/SVP

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 P60,000.00

Qty.	Unit	Particulars/Specification Requirements
21,000	pieces	<b>Made to Order Services</b> <b>Self Adhesive Resealable Plastic Envelope</b> <b>HD Opaque White Biodegradable</b> <b>Specs.</b> Printed with color blue: BCS logo Business mail permit number 7.5" x 10.5" + T flap x .002
11,000	pieces	<b>Self Adhesive Resealable Plastic Envelope</b> <b>HD Opaque White Biodegradable</b> <b>Specs.</b> Printed with color blue: BCS logo Business mail permit number 9" x 12" + T flap x .002

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 **731-2147 or 734-2118** or email to **ryszarodriguez@yahoo.com** not later than **December 10, 2018**

**Terms and Conditions:**

1. Quotation validity shall not be less than **30-60 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: