



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**

NR/REFERENCE NO. 2018-11-0604  
 DE OF PROCUREME SVP

December 4, 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 P252,000.00

Qty.	Unit	Particulars/Specification Requirements
1		<p><b>ISO 9001:2015 Certification Body</b></p> <p><b>Technical Specifications:</b>            The certification body (CB) must be accredited by the International Accreditation Forum (IAF) members. Preferably, the CB is accredited by the Philippine Accreditation Bureau under the Department of Trade and Industry, which is the Philippine Accreditation Body of the IAF. The CBs shall have been accredited to audit and certify QMS for specified scope, particularly under ISO 9001 QMS for IAF 36-Public Administration, among other areas or scope.</p> <p><b>Scope of work:</b>            Audit and certify the Bureau's QMS to ISO 9001:2015            Submit a report on the audit findings and recommendations to correct nonconformances.            Issue QMS Certification to ISO 9001:2015</p> <p><b>Terms of reference:</b>            The CB shall conduct the certification audit in two stages.            Payment of the certification fee shall be made upon completion of the audit and issuance of certificate.            The audit shall be held at BCS in San Miguel, Manila.</p>

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: