



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. 2019-01-0004 1/17/2019
 MODE OF PROCUREMENT Shopping 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 **P9,000.00**

Qty.	Unit	Particulars/Specification Requirements
1	set	6 in 1 multifunction Heat Press Machine

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 **lowesitojoaquin15@gmail.com** not later than **January 25, 2019**

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
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.

Very truly yours,

ESTHER G. GUIBONE
 BAC-Chairman

Received by:
 Date: