



**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. 2019-07-0501 **05/09/2019**
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 P66,000.00

Qty.	Unit	Particulars/Specification Requirements
7	cart	HP Ink toner Q2612A
2	cart	HP Ink toner CB435A
3	cart	HP Ink toner 678 Color
4	cart	HP Ink toner 678 black
1	cart	HP Ink toner CF410A
8	cart	HP Ink toner CE285A

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 **June 12, 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

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.

Very truly yours,

E. Guibone
ESTHER G. GUIBONE
BAC-Chairman

Received by:

Date: