



**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.** 2019-12-1084 **12/17/2019**  
**MODE 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 P500,000.00**

Qty.	Unit	Particulars/Specification Requirements
lot	1	<b>Structured Cabling</b> Materials and Services

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 07, 2020**

**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,

**ESTHER G. GUIBONE**  
 BAC-Chairman

**Received by:**  
**Date:**