



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. 2020-07-0256 August 17, 2020  
 IODE OF PROCUREMENT SVP / 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 **P236,500.00**.

Qty.	Unit	Particulars/Specification Requirements
43	units	<b>MICROSOFT 365 BUSINESS STANDARD</b> <b>Included Applications:</b> Outlook Word Excel Powerpoint Publisher Access <b>Included Services:</b> Exchange OneDrive SharePoint Teams

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 **734-2125 or 731-2147** or email to **nikkirose8183@gmail.com/ryszarodriguez@yahoo.com** not later than **August 21, 2020**.

**Terms and Conditions:**

1. Quotation validity shall not be less than **7 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,

Received by:

Date:

**ESTHER G. GUIBONE**

*BAC-Chairman*