



**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. 2020-07-0267 August 18, 2020
MODE 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 **P270,455.00**.

Qty.	Unit	Particulars/Specification Requirements
91	pcs	Ballpen black
12	pcs	Correction tape
15	pcs	CD-RW
5	pcs	CD-R
6	pcs	DVD-R
92	pcs	Data folder 3x9x15
10	box	Fastener metal/plastic
2	bundle	Index card 3"x5" (500's)
8	bundle	Index card 5"x8" (500's)
27	reams	Paper bond short 8 1/2"x11"
127	reams	Paper copy short 8 1/2"x11"
3	box	Push pin
15	book	Record book 300 pages
2	roll	Ribbon typewriter manual
46	pcs	Signpen black
7	roll	Tape double sided 2"
5	roll	Tape double sided 1"
2	pack	Clear book long refill
2	pcs	Clear book long refillable
3	ream	Colored paper
2	dozen	Expandable plastic folder long gray
2	dozen	Plastic folder clear long
2	dozen	Plastic folder clear short
10	pcs	Plastic card case long
102	pack	Sticker paper 10pcs/pack
5	pcs	Brother toner TN-2480
2	pcs	Brother Drum unit DR-2455
2	pcs	HP Laserjet imaging drum 19A CF219A
2	pcs	HP laserjet print cartridge 17A CF217A
2	pcs	Sharp toner
25	cart	Ink cartridge HP 680 tri-color
25	cart	Ink cartridge HP 680 black
7	cart	Ink cartridge HP 678 tri-color
10	cart	Ink cartridge HP 678 black
7	cart	Toner HP Q2612A
17	cart	Toner HP CE285A
4	gal	Step off floor stripper
10	pack	Scrubbing pad 5pcs/pack
2	pcs	Scrubbing pad 16"
12	pack	Toilet deodorant cake
4	gal	Wax complete
30	pack	Detergent powder 950grams
5	pair	Disposable gloves
12	box	Kleenex tissue
1	gal	Muriatic acid
5	pcs	Rubber doormat
6	pair	Rubber gloves
15	gal	Zonrox bleach

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