



**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. 87342125

FAX NO. 87342147 / 87342118

REQUEST FOR QUOTATION

PR/REFERENCE NO. 2020-10-0355

11/11/2020

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 P101,172.28**

Qty.	Unit	Particulars/Specification Requirements
115	pcs	Ballpen black
3	packs	Folder ordinary long
61	reams	Paper A4 size 80gsm
193	reams	Paper copy short 8 1/2"x11" 80gsm
150	pcs	Data folder 3x9x15
13	boxes	Fastener metal/plastic
4	boxes	Staples 023A
26	books	Record book 300pages
64	pcs	Signpen black
18	packs	Signpen blue
102	packs	Sticker paper 10pcs/pack
10	pcs	CD-RW
6	pcs	DVD-RW

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 **8734-2125**

or email to ryszar.reyes@bcs.gov.ph / supplyandprocurement@bcs.gov.ph not later than **Novoember 13, 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,

ORIGINAL SIGNED
ESTHER G. GUIBONE
BAC-Chairman

Received by: _____

Date: _____