



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. 2020-11-0046 20 11 2020
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 P984,399.00.

Qty.	Unit	Particulars/Specification Requirements
7	units	40cm x 60cm Heat Press (16" x 24")
28	units	15" x 15" Heat Press
17	pcs	Extension Cord (4 gang)
10	units	A4 Ink Tank Printer
3	pcs	Hand Truck Trolley
1	pc	Industrial Mechanical Platform-Type Weighing Scale
42	pcs	C-Clamp 4" (10cm) clamping capacity, 3" throat depth
20	pcs	Slotted Angle Table (24"x54")
5	pcs	Slotted Angle Rack (4 tier, approx. 15"x35")
2	units	A3 Ream Cutter
1	unit	Sewing Machine (with Built in stitched, automatic needle threader, automatic buttonhole, adjustable stitch length and stitch width, free arm, easy threading)
7	pcs	Teflon Sheet (approx. 80 cm x 100 cm)
1,030	pcs	Teflon Sheet (approx. 38 cm x 38 cm)
300	pcs	Teflon Sheet (approx. 40 cm x 60 cm)

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 **November 25, 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: