



**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. 2020-10-0354 **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 **P189,460.00**

Qty.	Unit	Particulars/Specification Requirements
5	pcs	Brother toner TN-2480
2	pcs	Brother Drum unit DR-2455
25	cart	Ink cartridge HP 680 tri-color
25	cart	Ink cartridge HP 680 black
14	cart	Ink cartridge HP 678 tri-color
19	cart	Ink cartridge HP 678 black
11	cart	Toner HP Q2612A
20	cart	Toner HP CE285A
2	cart	Toner HP CB435A

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 **rysar.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: