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. 2020-11-0407 — 12 01 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 Php52,000.00:

No.	Qty.	Unit	Particulars/Specification Requirements	Total
	33	unit	QUARTERLY PREVENTIVE MAINTENANCE/	
			GENERAL CLEANING OF BCS AIRCONDITIONING UNITS:	
			Window Type - 31 units	
			Split Type - 2 units	
			Total units - 33 units	
			Annual Budget - Php 52,000.00	
			Quarterly Budget - Php 13,000.00	
			xxxxxxxxxxNOTHING FOLLOWSxxxxxxxxxxxxx	

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 **December 4, 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 shoulder by winning bidder.
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,

ESTHER G. GUIBONE
BAC-Chairman

Received by:
Date: