



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 12 04 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 **ryszar.reyes@bcs.gov.ph / supplyandprocurement@bcs.gov.ph** not later than **December 7, 2020**

Terms and Conditions:

- Quotation validity shall not be less than **7 calendar days**
 - Indicate brand, model.
 - Terms of Payment: **within 30 working days upon final inspection and acceptance**
 - Cash on delivery/Cheque on delivery; or
 - 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.**
- Penalty: **one tenth (1/10) of one percent for everyday of delay shall be imposed**
 - Indicate warranty, if any.
 - All transactions are subject to creditable withholding taxes.
 - The quotation shall include the signature of the company's representative.

Very truly yours,

ORIGINAL SIGNED
ESTHER G. GUIBONE
BAC-Chairman

Received by:
Date: