



**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.** 2021-01-0008 1/12/2021  
**MODE OF PROCUREMENT** Shopping (B) **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 Php 270,200.00

No.	Qty.	Unit	Particulars/Specification Requirements	Unit Cost	Total
	8	cart	Toner HP Q2612A black		
	2	cart	Toner HP CB435A black		
	15	cart	Toner HP CE285A black		
	9	cart	Ink cartridge HP 678 colored		
	11	cart	Ink cartridge HP 678 black		
	5	cart	Toner HP CF410A black		
	4	cart	Toner HP CF411A cyan		
	4	cart	Toner HP CF412A yellow		
	4	cart	Toner HP CF413A magenta		
	20	cart	Ink cartridge HP 680 black		
	20	cart	Ink cartridge HP 680 colored		
	2	cart	HP Laserjet Imaging Drum 19A CF219A		
	2	cart	HP Laserjet Print Cartridge 17A CF217A		
	1	unit	Brother drum unit DR-2455		
	3	cart	Brother toner TN-2480		
	2	cart	Sharp toner black for copier machine (AL-103TD)		
				<b>TOTAL</b>	

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 **supplyandprocurement@bcs.gov.ph** not later than **January 15, 2021**

**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 the service charge 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,

**Received by:**  
**Date:**

**ESTHER G. GUIBONE**  
BAC-Chairman