



**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. 2021-01-0009 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 Php77,945.00

No.	Qty.	Unit	Particulars/Specification Requirements	Unit Cost	Total
	102	pcs	Ballpen black		
	11	pcs	CD-RW		
	28	box	Clip paper jumbo		
	24	box	Clip paper small		
	5	pcs	Cutter big		
	110	pcs	Data folder 3x9x15		
	2	boxes	Envelope brown A4 (500s)		
	2	boxes	Envelope brown long (500s)		
	4	packs	Folder ordinary long (100s)		
	1	bundles	Index card 3"x5" (500s)		
	6	bundles	Index card 5"x8" (500s)		
	42	pcs	Marker permanent black		
	43	pcs	Marker whiteboard black		
	157	reams	Paper copy short 8 1/2"x11"		
	22	pcs	Pencil with eraser		
	76	pads	Post-it notepad 3"x4"		
	7	boxes	Push pin		
	48	books	Record book 300pages		
	47	pcs	Signpen black		
	7	pcs	Signpen blue		
	2	pcs	Stamp pad ink blue		
	1	pc	Stamp pad ink red		
	27	boxes	Staple wire standard		
	3	boxes	Staples 023A		
	9	pcs	Stapler standard type		
	9	pcs	Staple remover		
	4	pcs	Stripping blade small		
	6	pcs	Stripping blade big		
	25	roll	Tape packaging 2"		
	16	roll	Tape masking 1"		
	10	roll	Tape masking 2"		
	43	roll	Tape transparent 1"		
	2	roll	Tape transparent 2"		
	10	roll	Tape double sided 1"		
	7	roll	Tape double sided 2"		
	3	pcs	Puncher, paper, heavy duty		
	50	pcs	Calling card clear case		
	54	packs	Matte sticker paper A4		
	5	pcs	Eraser whiteboard		
	24	pcs	Folder plastic expandable long gray		
	5	pcs	Clearbook A4 size		
	12	pcs	Plastic card case long		
	6	pcs	12" plastic ruler		
	2	pcs	Ruler metal		
			TOTAL		

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:

- 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 shoulder the service charge by winning bidder.
- 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,

Received by:
Date:

ESTHER G. GUIBONE
BAC-Chairman