



**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. 2021-01-0010 1/11/2021
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 :

No.	Qty.	Unit	Particulars/Specification Requirements	Unit Cost	Total
	14	pcs	Battery size AAA		
	5	rolls	Electrical tape 1"		
	4	pcs	Lithium battery AA		
	4	pcs	Lithium battery AAA		
	20	pcs	Single outlet with plate cover		
	5	pcs	Single switch with plate cover		
	25	pcs	Amco Box		
	15	pcs	Mouldings 3/4"		
	1	box	Wire 2.0 mm		
	1	box	Wire 3.5 mm		
	10	pcs	Bulb, LED9 watts		
	24	pcs	LED tube lights, 18 watts		
	1	pc	Goggle .Eye Protector		
	1	pair	Gloves -cloth type(electrician gloves)		
	8	pairs	Gloves,ordinary		
	3	pcs	Teflon Tape		
	3	pcs	Faucet		
				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:

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