



**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. 2021-01-0019 14.01.2021
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
	1	lot	Preventive Maintenance/Repair Services for Heidelberg Offset Machine with BCS Property Number: 910-012	
	1	unit	Buildup and machining with sleeve of Shafting Dampener	
	2	pcs	Fabrication Table Gear XXXXXXXXXXNOTHING FOLLOWSXXXXXXXXXXXX	

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 18, 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 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