



**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.** 2021-01-0011 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 84,050.00

No.	Qty.	Unit	Particulars/Specification Requirements	Unit Cost	Total
	5	pcs	Broom soft		
	5	pcs	Broom stick		
	17	kilo	Detergent soap (powder)		
	3	pcs	Detergent soap (bar)		
	4	pcs	Mop head		
	35	bundles	Rags		
	18	rolls	Straw twine plastic		
	2	gallon	Step off floor stripper		
	2	pcs	Scrubbing pad 16"		
	12	packs	Toilet deodorant cake (3pcs/pack)		
	360	pcs	Trash bag XL		
	3	gallon	Wax complete		
	12	gallon	Zonrox bleach		
	2	gallon	Muriatic acid		
	12	pcs	Rubber doormat		
	12	box	Kleenex tissue		
	3	bot	Multi-cleaner liquid		
	3	pcs	Trash can big		
	3	pcs	Trash can medium size		
	4	pcs	Dust pan, plastic		
			<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](mailto: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