



**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. 2021-03-0117 4/3/2021
 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 Php300,000.00:

| No. | Qty. | Unit | Particulars/Specification Requirements | Total |
|-----|------|------|--|-------|
| | 1 | | CLOUD SERVICE SUBSCRIPTION | |
| | | | Specifications: | |
| | | | Microsoft Virtual Server | |
| | | | 32GB Memory | |
| | | | 8 Core processor | |
| | | | 640 GB SSD Disk | |
| | | | 7 TB transfer | |
| | | | 1 year subscription | |
| | | | XXXXXXXXXXNOTHING FOLLOWSXXXXXXXXXXXX | |
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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 **MARCH 12, 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.

Received by:
 Date:

Very truly yours,

 ESTHER G. GUIBONE
 BAC-Chairman