



**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. 2021-03-0003 3/31/2021
MODE OF PROCUREMENT Shopping **DATE**

Company Name: _____
Address: _____

Sir/Madam:
The Bureau of Communications Services would like to request for a quotation for the following item with ABC P 59,995.00

No.	Qty.	Unit	Particulars/Specification Requirements	Unit Cost	Total
	5	unit	ALL IN ONE PRINTER		
			Specs:		
			Monochrome		
			Print, Scan, and Copy		
			22ppm or higher		
			Media sizes: A4, Legal, Letter size		
			XXXXXXXXXXNOTHING FOLLOWSXXXXXXXXXXXXXX		
			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 **April 05 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