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. 2021-03-0045 — 3/20/2021
ODE OF PROCUREMEN 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** of **P96,970.00**

Qty.	Unit	Particulars/Specification Requirements	Brand/Model	Unit Price	Total
			To be filled-up by the supplier		
65	rolls	Brown Craft Paper Tape 1.5"			
35	rolls	Brown Craft Paper Tape 2"			
100	gals	Glue, Super Sticky			
224	rolls	Double Coated Tape,Super Sticky			
65	packs	Satin Finish Sticker Paper (A4, 10Sheets/pack)			
		xxxxxxxxxNOTHING FOLLOWSxxxxxxxxxxxxxxx			
				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 **March 23, 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 charged service fee.
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,

ESTHER G. GUIBONE
BAC-Chairman

Received by:

Date: