



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. 2021-04-0198

April 23, 2021

ODE 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 of P53, 515.00.

Qty.	Unit	Particulars/Specification Requirements	Brand/Model	Unit Price	Total
			To be filled-up by the supplier		
57	pcs	Ballpen Black			
5	pcs	CD-RW			
11	box	Clip paper jumbo			
12	box	Clip paper small			
10	box	Fastener			
1	bundles	Index Card 5" x 8" (500s)			
9	pcs	Marker permanent black			
10	pcs	Marker whiteboard black			
30	reams	Paper A4 Size			
100	reams	Paper copy short 8 1/2" x 11"			
65	reams	Paper copy long 8 1/2" x 13"			
35	pads	Post-it notepad 3"x4"			
30	pcs	Signpen black			
5	pcs	Signpen blue			
5	boxes	Staple wire standard			
7	roll	Tape packaging 2"			
2	roll	Tape masking 1"			
5	roll	Tape masking 2"			
9	roll	Tape transparent 1"			
50	packs	Matte sticker paper A4			
70	bot	Alcohol 500ml			
5	jar	Glue all purpose 200gsm			
2	unit	Stapler standard type			
		XXXXXXXXXXNOTHING FOLLOWSXXXXXXXXXXXXXXXXXXXXX		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 lowesitojoaquin15@gmail.com / supplyandprocurement@bcs.gov.ph not later than **April 26, 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,

Received by:

Date:

ESTHER G. GUIBONE

BAC-Chairman