



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. 2021-05-0238 5/13/2021
 ODE 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 P432,000.00

Qty.	Unit	Particulars/Specification Requirements	Brand/Model	Unit Price	Total
			To be filled-up by the supplier		
12	license	Renewal of 12 Licenses of Adobe Creative Cloud			
		Brand of PC (Asus)			
		xxxxxxxxNOTHING FOLLOWSxxxxxxxx			
				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 **May 17, 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.

Received by:
 Date:

Very truly yours,

ESTHER G. GUIBONE
 BAC-Chairman