



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. 2021-06-0303
 ODE OF PROCUREMENT NP-Lease of Real Property and Venue

June 17, 2021
 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 **P114, 000.00**.

Qty.	Unit	Particulars/Specification Requirements	Brand/Model	Unit Price	Total
			To be filled-up by the supplier		
		Venue and Meals For BCS Midyear Assessment			
		Planning Workshop			
		Venue : Metro Manila			
		Date: June 29-30, 2021 (Live Out)			
		June 29, 2021			
		Am Snacks: 30 Pax			
		Buffet Lunch: 53 Pax			
		PM Snacks: 27 Pax			
		June 30, 2021			
		Am Snacks: 23 Pax			
		Buffet Lunch: 23 Pax; 3 viands(Fish,Pork/Beef, Chicken)			
		Rice, Vegetables, Fruits, Desert and Drinks			
		PM Snacks: 23 Pax			
		Inclusions:			
		Free Use Funtion Rooms for 9 Hours			
		Free Wifi in Conference Room			
		Pads and Pencils			
		Whiteboard with Marker and Whote Screen			
		Use of LCD Projector			
		Sound System, Wireless Microphones and Podium			
		Standby Technician			
		Announcement Poster/Signage			
		Flowing Coffee with candies			
		3 Free Parking Slot			
		Free Plenary Rooms			
		Flip Chart and Audio Jack			
		Philippine Flag			
				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 **June 22, 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: