



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. 2021-06-0300 JUNE 22, 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:

No.	Qty.	Unit	Particulars/Specification Requirements	Brand Model	Unit Price	Total
				(To be filled-up by the supplier)		
	7	cart	Toner HP Q2612A black			
	2	cart	Toner HP CB435A black			
	14	cart	Toner HP CE285A black			
	9	cart	Ink cartridge HP 678 colored			
	11	cart	Ink cartridge HP 678 black			
	5	cart	Toner HP CF410A black			
	4	cart	Toner HP CF411A cyan			
	4	cart	Toner HP CF412A yellow			
	4	cart	Toner HP CF413A magenta			
	20	cart	Ink cartridge HP 680 black			
	20	cart	Ink cartridge HP 680 colored			
	2	cart	HP Laserjet Imaging Drum 19A CF219A			
	2	cart	HP Laserjet Print Cartridge 17A CF217A			
	1	unit	Brother drum unit DR-2455			
	3	cart	Brother toner TN-2480			
			Note: Toner/Cartridge must be original if the Bureau found out that the items are not original or refilled the Bureau has the right not to pay the supplier. Prior of serving Purchase Order the supplier must bring the sample first for testing and accuracy of the requirements.			
					TOTAL:	

Please quote your government price/s including Vat and delivery charges, if any.

Award shall be made by line item

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 **JUNE 25, 2021**.

Terms and Conditions:

- Quotation validity shall not be less than **7 calendar days**
- Indicate brand, model.
- Terms of Payment: **within 30 working days upon final inspection and acceptance**
 - Cash on delivery/Cheque on delivery; or
 - 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.

- Penalty: one tenth (1/10) of one percent for everyday of delay shall be imposed**
- Indicate warranty, if any.
- All transactions are subject to creditable withholding taxes.
- The quotation shall include the signature of the company's representative.

Very truly yours,

ESTHER G. GUIBONE
BAC-Chairman

Received by:

Date: