



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. 2021-07-0104 July 13, 2021  
 MODE OF PROCUREMENT \_\_\_\_\_ 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	Total
	21,000	pcs	<b>PRINTING OF NOTEBOOK STICKERS</b>	
			Satin Finish Sticker Paper (paper to be provided by BCS)	
			A4 size	
			Full Color, Digital Print (Please see attached design)	
			XXXXXXXXXXNOTHING FOLLOWSXXXXXXXXXXXX	

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](mailto:supplyandprocurement@bcs.gov.ph) not later than July 16, 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 shoulder by winning bidder.**
  - 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,

Received by: \_\_\_\_\_ ESTHER G. GUIBONE  
 Date: \_\_\_\_\_ BAC-Chairman

