



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. 2021-08-0123 August 18, 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 with ABC of P162,000.00:

| No. | Qty. | Unit | Particulars/Specification Requirements | Compliant/ Non-Compliant | Unit Price | Total |
|-----|------|-------|---|-----------------------------------|---------------|-------|
| | | | | (To be filled-up by the supplier) | | |
| | 108 | packs | Self Adhesive Plastic 9"x 12"-13" (1000 pcs/pack) - folded flap or Self Adhesive Plastic 9"x 14"-14.5" (1000 pcs/pack) - unfolded flap *including spoilage allowance | | | |
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| | | | | | 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 **supplyandprocurement@bcs.gov.ph** not later than **AUGUST 23, 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