



**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.** 2021-08-0403 August 12, 2021  
**MODE 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 P60,000.00:

No.	Qty.	Unit	Particulars/Specification Requirements	Compliant/ Non-Compliant	Unit Price	Total
				(To be filled-up by the supplier)		
	1	lot	<b>Seminar on 7s (blended) Resource Speaker</b>			
			<b>Proposed date: Last week of August 2021</b>			
			<b>Training method: Online</b>			
			<b>Participants: 69pax</b>			
					<b>TOTAL:</b>	

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 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.

Very truly yours,

**Received by:** **ESTHER G. GUIBONE**  
**Date:** *BAC-Chairman*