



**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. 2021-08-0138 **8/27/2021**
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 Php291,500.00:

No.	Qty.	Unit	Particulars/Specification Requirements	Compliant/ Non-Compliant	Unit Price	Total
				(To be filled-up by the supplier)		
	2650	bottles	Acrylic Spray (Clear)			
					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 **SEPTEMBER 01, 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,

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