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. **2021-08-0143** August 27, 2021
ODE OF PROCUREMEN Small Value Procurement **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 P403, 000.00.

Qty.	Unit	Particulars/Specification Requirements	Brand/Model	Unit Price	Total
			To be filled-up by the supplier		
6	unit	Heat Press Machine 15 x 15			
20	unit	Mug Press Machine(Double Station for 11oz-220-110V)			
20	unit	Fan Press Machine			
220	pcs	Sublimation Mug Clamp(Heat-resistant silicone			
		and metal, compatible with mug press machine for			
		11oz mug)			
		Warranty: 1 year for all types of machine.			
				TOTAL	

Please quote your government price/s including Vat and delivery charges, if any.
Award shall be made per 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 lowesitojoaquin15@gmail.com / supplyandprocurement@bcs.gov.ph** not later than **September 01, 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,

ESTHER G. GUIBONE
BAC-Chairman

Received by:
Date: