




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. 2021-09-0163 **9/10/2021**
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 Php450,000.00

No.	Qty.	Unit	Particulars/Specification Requirements	Compliant/ Non-Compliant	Unit Price	Total
				(To be filled-up by the supplier)		
	10	unit	Mug Press Machine (Double Station, for 11 oz., 220-110 V)			
	20	unit	Mug Press Machine (Single Station)			
	200	pcs	Sublimation Heating Pad (Heat-resistant silicone and metal, compatible with mug press machine, for 11 oz. 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 supplyandprocurement@bcs.gov.ph not later than **SEPTEMBER 14, 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*