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. 2021-08-0136 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 Php166,280.00:

No.	Qty.	Unit	Particulars/Specification Requirements	Compliant/ Non-Compliant	Unit Price	Total
				(To be filled-up by the supplier)		
	1	box	Surgical Latex Gloves (100s, non sterile,			
			ambidextrous, disposable			
	1	pc	Magnetic White Board Eraser			
	50	roll	Masking Tape 1"			
	150	roll	Packaging Tape, Brown			
	200	pcs	Plastic Bag (Approx. 40" x 30")			
	20	kilos	White Circular Rags			
	120	ream	Short Bond Paper (8.5x11) 80gsm			
	100	roll	Sraw Rope			
	2	pcs	Rubber Dust Blower			
	15	gallons	Alcohol (Isoprpyl)			
	450	pcs	Sponge			
	30	pcs	Heavy Duty Scissor 8.5"			
	10	box	Pencil (12 pcs/box)			
	20	pc	Rubber Eraser (dust free)			
	1	pc	Desktop Crank Sharpener			
	2	pcs	Hand-held Tape Dispenser/ Tape Gun (for 2"tape)			
	3	sets	First Aid Kit			
	220	pcs	Clip Hangers with 20 pegs			
	10	sets	Plastic Hanging Clips (12pcs/set)			
					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:

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