



**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.** 2021-08-0145 / 2021-08-0131  
**MODE OF PROCUREMENT** Shopping

August 27, 2021  
**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 P70, 000.00.

Qty.	Unit	Particulars/Specification Requirements	Brand/Model	Unit Price	Total
			To be filled-up by the supplier		
<b>14</b>	<b>pcs</b>	<b>Heavy Duty Plastic Pallets</b>			
		<b>120x100x15 cm - 1 ton capacity</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 **lowesitojoaquin15@gmail.com / 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:**  
**Date:**

**ESTHER G. GUIBONE**  
*BAC-Chairman*