



**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.** 2021-09-0170 **9/30/2021**  
**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 Php154,000.00

| No.           | Qty. | Unit | Particulars/Specification Requirements                    | Compliant/ Non-Compliant          | Unit Price | Total |
|---------------|------|------|---|-----------------------------------|------------|-------|
|               |      |      |   | (To be filled-up by the supplier) |            |       |
|               | 2200 | pc   | <b>Heavy Duty Corrugated Box for mug</b>                  |                                   |            |       |
|               |      |      | <b>Double Wall</b>  |                                   |            |       |
|               |      |      | <b>15" x 15" x 10"</b>                                    |                                   |            |       |
|               |      |      | <b>Staggered Weekly Delivery</b>                          |                                   |            |       |
|               |      |      | <b>50 pcs / week</b>                                      |                                   |            |       |
|               |      |      | <b>Payment:</b>   |                                   |            |       |
|               |      |      | <b>Every 2 weeks after the acceptance of the delivery</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 [supplyandprocurement@bcs.gov.ph](mailto:supplyandprocurement@bcs.gov.ph) not later than **OCTOBER 4, 2021 AT 1:00 P.M.**

- 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*