

# 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.	2021-09-0432	9/15/2021
MODE OF PROCUREMENT	Shopping	DATE
Company Name:		
Address:		
<b>Sir/Madam:</b> The Bureau of C	Communications Services would like to request for a quo	tation for the following item with ABC of Php118,600.00

No.	Qty.	Unit	Particulars/Specification Requirements	Compliant/ Non- Compliant	Unit Price	- Total
				(To be filled-up by the supplier)		
	6	unit	Toner HP Q2612A black			
	1	unit	Toner HP CB435A black			
	5	unit	Toner HP CE285A black			
	10	unit	Ink cartridge HP 678 colored			
	10	unit	Ink cartridge HP 678 black			
	1	unit	Toner HP CF410A black			
	1	unit	Toner HP CF411A cyan			
	1	unit	Toner HP CF412A yellow			
	1	unit	Toner HP CF413A magenta			
	20	unit	Ink cartridge HP 680 black			
	20	unit	Ink cartridge HP 680 colored			
	1	unit	Brother drum unit DR-2455			
	3	unit	Brother toner TN-2480			
					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 20, 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

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