



**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. 2021-10-0500 10/28/2021
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 Php 600,000.00:

No.	Qty.	Unit	Particulars/Specification Requirements	Compliant/ Non-Compliant	Unit Price	Total
				(To be filled-up by the supplier)		
	1	Lot	PRIVATE SECURITY SERVICES FOR FY 2022 (Early Procurement) Posting of two (2) security guards rendering 12hrs duty per day, 7days a week or 30days per month which rate shall be adjusted accordingly to the nos of days per month Annual Budget - Php 600,000.00 (for 2 guards Monthly - Php 50,000.00 (for 2 guards) Genereral Requirements: •The Agency shall provide the Client with 2 Security Guards who shall render 12 hours per day. The number contracted guards may be increased or decreased at any time upon request of Client. •The Agency shall provide the Client with guards duly screened processed, trained and licensed by the Philippine National Police-SOSIA and having the qualifications according to RA 5487; •The Security Guards to be assigned or posted shall be uniformed and duly-licensed as private security guards in accordance with Republic Act No.5487, as amended by Presidential Decrees No. 11 and 100,as well as implementing rules and regulations of Philippine National Police; •The Agency shall provide the client a copy of the guard's 201 file; •The Agency shall provide relievers and/or replacements when the need arises, such as in time of absences, but in case of shortage of relievers, the Agency have the option to extend the working hours of any guard or guards at the premises to cover the post of absentee.			
					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 **NOVEMBER 5, 2021 AT 5:00 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.

Received by:
Date:

Very truly yours,

ESTHER G. GUBONE
BAC-Chairman