



**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 / PROPOSAL

PR/REFERENCE NO. 2021-11-0536 **11/12/2021**
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 Php53,200.00

| No. | Qty. | Unit | Particulars/Specification Requirements | Compliant/ Non-Compliant | Unit Price | Total |
|-----|------|------|--|-----------------------------------|------------|---------------|
| | | | | (To be filled-up by the supplier) | | |
| | 76 | pcs | Advocacy Jacket With Embroidery 1. Logo of BCS 2. VAW Logo Specification: Color: Black or Dark Blue Sizes: S,M,L,XL,2XL,3XL,4XL Body: Made of Micro Fiber Lining: Made of Tapeta Fabric | | | |
| | | |  | | | |
| | | | | | | 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 16, 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.

Very truly yours,

Received by:
Date:

ESTHER G. GUIBONE
 BAC-Chairman