



**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.** 2021-10-0204 11/3/2021  
**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 Php135,000.00.

No.	Qty.	Unit	Particulars/Specification Requirements	Compliant/ Non-Compliant	Unit Price	Total
				(To be filled-up by the supplier)		
	<b>150</b>	<b>pcs</b>	<b>Bubble Wrap</b>			
			<b>Specification:</b>			
			<b>Size: 40"x100m</b>			
			<b>High Quality</b>			
			<b>2ply</b>			
			<b>Double Layer</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 **NOVEMBER 8, 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
  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