



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. 2021-11-0529 11/10/2021
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 Php258,000.00

No.	Qty.	Unit	Particulars/Specification Requirements	Compliant/ Non-Compliant	Unit Price	Total
				(To be filled-up by the supplier)		
	43	license	OFFICE 365			
			Microsoft Office Business Standard Edition			
			included applications			
			Outlook, Word, Excel, Powerpoint, Publisher, Access			
			included services			
			Exchange, Onedrive, Sharepoint, Teams			
			(BCS ISSP FY2020-2022)			
					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 15, 2021 AT 5:00 P.M.**

Terms and Conditions:

- Quotation validity shall not be less than **7 calendar days**
- Indicate brand, model.
- Terms of Payment: **within 30 working days upon final inspection and acceptance**
 - Cash on delivery/Cheque on delivery; or
 - 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.
- Penalty: one tenth (1/10) of one percent for everyday of delay shall be imposed**
- Indicate warranty, if any.
- All transactions are subject to creditable withholding taxes.
- The quotation shall include the signature of the company's representative.

Very truly yours,

ESTHER G. GUIBONE
BAC-Chairman

Received by:
Date: