



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. 2021-12-0593 12/7/2021  
 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 Php253,700.00

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			
			(BCS ISSP FY2022)			
			(Early Procurement)			
				<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 15, 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