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. 2021-11-0563 12/8/2021
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 Php87,405.00

No.	Qty.	Unit	Particulars/Specification Requirements	Compliant/ Non-Compliant (To be filled-up by the supplier)	Unit Price	Total
	1	unit	Paper Jogger			
			Max Sheet Size: 11" x 17"			
			Min. Sheet Size: 5" x 7.2"			
			Pile Height: 3.7"			
					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 **DECEMBER 13, 2021 AT 1:00 PM.**

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