



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

PR/REFERENCE NO. 2022-02-0048 2/9/2022
 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 Php199,000.00

No.	Qty.	Unit	Particulars/Specification Requirements	Compliant/ Non-Compliant	Unit Price	Total
				(To be filled-up by the supplier)		
	10	unit	Toner HP Q2612A black			
	2	unit	Toner HP CB435A black			
	6	unit	Toner HP CE285A black			
	4	unit	Ink cartridge HP 678 colored			
	4	unit	Ink cartridge HP 678 black			
	3	unit	Toner HP CF410A black			
	2	unit	Toner HP CF411A cyan			
	2	unit	Toner HP CF412A yellow			
	2	unit	Toner HP CF413A magenta			
	20	unit	Ink cartridge HP 680 black			
	20	unit	Ink cartridge HP 680 colored			
	2	unit	Ink cartridge HP 682 black			
	2	Unit	Ink cartridge HP 682 colored			
	2	unit	Drum unit DR-2355 (Brother DCP-L2540DW)			
	6	unit	Toner TN-2380 (Brother DCP-L2540DW)			
	1	unit	Toner 19A CF219A			
	1	unit	Toner 17A CF217A			
			Note: Toner/Cartridge must be original if the Bureau found out that the items are not original or refilled the Bureau has the right not to pay the supplier. Prior of serving Purchase Order the supplier must bring the sample first for testing and accuracy of the requirements.			
					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 **FEBRUARY 14, 2022.**

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: