



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. 2022-02-0051 2/16/2022  
 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 Php250,000.00:

No.	Qty.	Unit	Particulars/Specification Requirements	Total
	1	lot	ISO 9001:2015 Certification Body	
			3-year contract	
			2-3 auditors in each unit	
			See attached Technical Specification/Scope of Work for reference	
			xxxxxxxxNOTHING FOLLOWSxxxxxxxxxxxx	

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 **FEBRUARY 23, 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 shoulder by winning bidder.*
  - 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.

Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
 ESTHER G. GUIBONE  
 BAC-Chairman

BUREAU OF COMMUNICATIONS SERVICES

Malacañang, Manila

REQUEST for SMALL VALUE PROCUREMENT (SVP)

For: <b>Esther G. Guibone</b> BAC Chairman		
PR Number: 2022-02-0051	ABC:	
<b>Technical specifications:</b>  The certification body (CB) must be accredited by the International Accreditation Forum (IAF) members. Preferably, the CB is accredited by the Philippine Accreditation Bureau under the Department of Trade and Industry, which is an IAF and the recognized national accreditation body in the Philippines pursuant to Executive Order No. 802, s. 2009. The CBs shall have been accredited to audit and certify QMS for specified scope, particularly under ISO 9001 QMS for IAF 36-Public Administration, among other areas or scope.		
<b>Scope of work:</b> Conduct the recertification and surveillance audits of the Quality Management System of the Bureau of Communications Services under the ISO 9001:2015 standard for 3 years.		
<b>Terms of reference:</b> Conduct the recertification and surveillance audits of the BCS' QMS under the ISO 9001:2015 standard Provide 2- 3 auditors to carry out each audit. Conduct the audit at the BCS office in San Miguel, Manila within office hours. Submit a report on the audit findings and recommendations to correct nonconformances. Issue ISO 9001:2015 certificate to BCS Receive payment upon completion of the audit and issuance of certificate.		
<b>Other terms and conditions (if any):</b>		
<b>Requested by:</b> Ma. Lilibeth E. Taclan OIC	<b>Division:</b> Planning Division	<b>Date:</b> 7-Feb-22