




**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. 2022-03-0099 3/4/2022
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 Ph50,000.00:

No.	Qty.	Unit	Particulars/Specification Requirements	Total
	250	sets	SET OF MERCHANDISE	
			Sublimation Mug 11oz with Print	
			Notebook and Pen Set with Sticker Print	
			Katya Bag (Canvass Tote Bag) with Print 14"H x 12"W	
			Foldable Fan with Pouch with Print 9.75 inches	
			Note: Layout or Design will be sent upon issuance of NOA	
			XXXXXXXXXXNOTHING FOLLOWSXXXXXXXXXXXX	
			Below are the sample of the items but not the actual design/layout.	
				
				
				
				

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 **MARCH 9, 2022.**

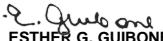
Terms and Conditions:

- 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:

Very truly yours,

ESTHER G. GUIBONE
BAC-Chairman