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. 2022-03-0118 — 3/5/2022
MODE OF PROCUREMENT NP. Lease of Real Property and Venue — **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 Php415,000.00

No.	Qty.	Unit	Particulars/Specification Requirements	Compliant/ Non-Compliant (To be filled-up by the supplier)	Unit Price (To be filled-up by the supplier)	Total
	70	Pax	**Board and Lodging for Seminar-lecture on GAD issues**			
			Date: April 5 to 8, 2022			
			Preferred Venue: Tagaytay City, Cavite			
			Total No. of Pax: 70 pax			
			Guaranteed Pax: 60 Pax			
			Check in Date and Time: April 5, 2022; 2:00 pm			
			Check out Date and Time: April 8, 2022; 12:00 nn			
			Schedule of Serving:			
			April 5, 2022: Pm Snack, Dinner			
			April 6, 2022: Breakfast, AM Snack, Lunch, Pm Snack, Dinner			
			April 7, 2022: Breakfast, AM Snack, Lunch, Pm Snack, Dinner			
			April 8, 2022: Breakfast, AM Snack, Lunch			
			Guaranteed number on the first day and actual number the next day			
			Type of Serving:			
			Buffet: Breakfast, Lunch and Dinner (Minimum of 3 viands with soup,			
			dessert/fruits and cold drinks, no repetition of meals)			
			Plated Snacks: AM and PM Snacks (with cold Beverage)			
			Inclusion:			
			Fully airconditioned conference room and bed rooms with television			
			With Good Quality Sound System, microphones (3pcs) and audio jack			
			Free strong wi-fi connections that can accommodate 70 pax			
			Free use of extension cords for laptops and LCD projector			
			Free flowing cofee			
			Complementary backdrop / tarpaulin for conference room			
			Name label for function room tables			
			Flip charts with stand, notebooks and ballpen			
			Big widescreen for LCD projector			
			Secretariat registration table			
					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 **MARCH 14, 2022 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;

ESTHER G. GUIBONE
BAC-Chairman

Received by:

Date: