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. 2022-03-0181 3/22/2022
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 Php22,000.00:

No.	Qty.	Unit	Particulars/Specification Requirements	Total
	1	lot	**Preventive Maintenance of Heidelberg Offset Machine**	
			with BCS Prop. #910-012	
			Recommendations:	
			1.Replace all damaged bearings of all rollers (rubber)	
			2.Re-grease and oil the drive motor, feeder unit, delivery unit, inking unit,	
			and gearbox unit.	
			3.Re-setting of all rubber rollers	
			4.Re-greasing of bearings	
			5.Dry-run for functionality test	
			xxxxxxxxxxNOTHING FOLLOWSxxxxxxxxxxxxx	

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 25, 2022.**

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 shoulder by winning bidder.
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: