



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. 2022-03-0190 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 Php20,000.00:

No.	Qty.	Unit	Particulars/Specification Requirements	Total
	1	lot	1-DAY Seminar on Digitization and Records Management for 20 BCS Personnel (Please see attached Request for SVP) XXXXXXXXXXNOTHING 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** 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.

Received by:
Date:

Very truly yours,

ESTHER G. GUIBONE
BAC-Chairman

