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. 2022-06-0357 6/17/2022
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 Php56,800.00

No.	Qty.	Unit	Particulars/Specification Requirements	Compliant/ Non-Compliant	Unit Price	Total
				(To be filled-up by the supplier)		
	6	unit	Toner HP CF410A black			
	4	unit	Toner HP CB435A black			
	12	unit	Ink cartridge HP 682 black			
	12	Unit	Ink cartridge HP 682 colored			
			Note:			
			The Bureau shall have the right to inspect and/or			
			test the goods to confirm their conformity to			
			the technical specifications.			
			Any quotations that the brand/item being offered			
			found out the ink is refilled and not brand new,			
			the Bureau have the right to reject quotation.			
					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 **JUNE 21, 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 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: