



**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. 2022-05-0297 **5/23/2022**
MODE OF PROCUREMENT Lease of Real Property and Venture **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 Php300,000.00

No.	Qty.	Unit	Particulars/Specification Requirements	Compliant/ Non-Compliant	Unit Price	Total	
				(To be filled-up by the supplier)			
	70	pax	Board and Lodging for team Building Activity with Team Building Facilities and Facilitator Date: June 9-10, 2022 Preferred Venue: Batangas/Tagaytay Total No. of Pax: 76 pax Guaranteed Pax: 60 Pax Room Sharing: Triple Sharing (1 bed / pax) or quad sharing Check in Date and Time: June 9, 2022; 2:00 pm Check out Date and Time: June 10, 2022; 12:00 nn Schedule of Serving: June 9, 2022: Lunch, Pm Snack, Dinner June 10, 2022: Breakfast, AM Snack, Lunch 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 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 **MAY 31, 2022 AT 5:00 P.M.**

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 charged service fee.
- 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.

Very truly yours,

ESTHER G. GUIBONE
BAC-Chairman

Received by: _____
Date: _____