



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. 2022-07-0398 7/7/2022  
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 Php436,100.00.

No.	Qty.	Unit	Particulars/Specification Requirements	Total
	1	lot	<b>ADOBE CREATIVE CLOUD</b> Renewal of 7 Licenses of Adob Creative Cloud Additional: Supplier must have certification from the distributor that they are authorized seller of the Adobe Creative Cloud. 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](mailto:supplyandprocurement@bcs.gov.ph) not later than **JULY 11, 2022 AT 1:00p.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 shoulder by winning bidder.**
  - 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.

Received by:  
Date:

Very truly yours,  
  
ESTHER G. GUIBONE  
BAC-Chairman