



**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.** 2021-11-0541 11/12/2021  
**MODE OF PROCUREMENT** NP. Lease of Real Property and Venue **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 Php450,000.00

No.	Qty.	Unit	Particulars/Specification Requirements	Compliant/ Non-Compliant	Unit Price	Total
				(To be filled-up by the supplier)		
	70	Pax	<b>Board and Lodging</b>			
			<b>Date:</b> December 1-3, 2021			
			<b>Preferred Venue:</b> Tagaytay City, Cavite			
			Total No. of Pax: 70 pax			
			Guaranteed Pax: 60 Pax			
			Room Sharing: Twin or Triple Sharing (1 bed / pax)			
			Check in Date and Time: December 1, 2021; 12:00 nn			
			Check out Date and Time: December 3, 2021; 12:00 nn			
			<b>Schedule of Serving:</b>			
			December 1, 2021: Lunch, Pm Snack, Dinner			
			December 2, 2021: Breakfast, AM Snack, Lunch, Pm Snack, Dinner			
			December 3, 2021: Breakfast, AM Snack, Lunch			
			Guaranteed number on the first day and actual number the next day			
			<b>Type of Serving:</b>			
			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 )			
			<b>Inclusion:</b>			
			With In-house Team Building Facilities, Game Courses and Facilitators			
			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 20 pax			
			Free use of extension cords for laptops and LCD projector			
			Complementary of one (1) Secretariat room for 4 pax			
			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			
					<b>TOTAL:</b>	

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 **NOVEMBER 22 2021 AT 5:00 P.M.**

**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,

**Received by:**  
**Date:**

**ESTHER G. GUIBONE**  
*BAC-Chairman*