



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. 2022-11-0689 11/29/2022  
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 Php96,000.00

No.	Qty.	Unit	Particulars/Specification Requirements	Compliant/ Non-Compliant	Unit Price	Total
				(To be filled-up by the supplier)		
	12	cart	Ink cartridge HP 680 black			
	12	cart	Ink cartridge HP 680 Tri-color			
	2	cart	Ink cartridge HP 682 black			
	2	cart	Ink cartridge HP 682 Tri-color			
	4	cart	TONER CART, HP Q2612A, Black			
	2	cart	Toner HP CF410A black			
	12	cart	Toner TN-2380 ( Brother DCP-L2540DW )			
	2	sets	Canon GI-790 inks (Pixma 790)			
			Terms and conditions:			
			Supplier must attached certification from			
			manufacturer that they are authorized distribu-			
			tor/supplier of the said items above. Unable/failure			
			to submit certification from manufacturer are			
			automatically disqualified.			
					<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](mailto:supplyandprocurement@bcs.gov.ph) not later than **December 02, 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,

Received by:  
Date:

**ESTHER G. GUIBONE**  
BAC-Chairman