

**BASES CONVERSION and DEVELOPMENT AUTHORITY**

2/F Bonifacio Technology Center, 31st Street Bonifacio Global City, Taguig City

Tel. No. 8575-1700 loc. 1782/1784

Fax No. : 8575-1785

Email: samateo@bcda.gov.ph

**REQUEST FOR QUOTATION**

(Company Name):

---

---

---

Date: 08 August 2025

PR #: PR0001521

Please quote your lowest price(s) using this form, or your letterhead. Also, take note of the following details:

- 1) Quotation/s shall be addressed to the Head of Procurement Division. Please indicate Solicitation or Reference No.
- 2) Send the said quotation/s to BCDA or fax the same at no. 8575-1785 not later than **12 August 2025**
- 3) Quotation/s submitted after the set deadline indicated in item no. 2 shall not be accepted/considered.
- 4) The quotation/proposal shall be properly signed by the authorized representative and/or immediate supervisor.

BCDA reserves the right to accept or reject any or all of the quotations, or waive formally therein, or to accept quotation/s as may be considered most advantageous to the gov't., or to pursue appropriate legal action should the winning bidder refuse to accept the award without justifiable reason/s.

  
**STEFANY A. MATEO**

Canvasser

  
**ALMIRA S. CLARIANES**

Chief Administrative Officer

**TO: BCDA HEAD OF PROCUREMENT**

Per request, below is/are the price(s) of the article(s)/service(s) as indicated under Unit Price:

QTY (A)	UNIT	DESCRIPTION/SPECIFICATIONS	UNIT COST (ex-VAT) (B)	VAT (C)	TOTAL UNIT COST (D = B + C)	TOTAL AMOUNT (A x D)
2	UNIT	<b>COFFEE MACHINE</b> Fully Automatic Espresso Machine <i>Specifications:</i> <ul style="list-style-type: none"><li>· Beverage Variety 24 drinks</li><li>· Beans container capacity 1,200 grams</li><li>· Water container capacity 8 liters and can be directly connected to purified water gallon through inlet tube</li><li>· Grounds container capacity 70pcs approx.,</li><li>· Rated power 2,900 watts,</li><li>· Rated voltage/Frequency 220V / 60Hz</li><li>· High-capacity coffee machine suitable for office use</li><li>· Designed to cater 100 cups per day</li><li>· Fully automatic bean-to-cup functionality</li><li>· With feature of easy and automatic cleaning and maintenance</li><li>· Features 16g capacity proprietary brewing system with espresso, americano and cappuccino output,</li><li>· Efficient pre-brewing function</li><li>· Ceramic flat burr grinders</li><li>· Customizable configurations</li><li>· 9 grind size options</li><li>· With built-in grinder and milk frother - high temperature frothing</li><li>· High/low temperature brewing</li><li>· 10.1" smart touch screen</li><li>· With manufacturer's warranty</li></ul> <i>Approved Budget for the Contract (ABC)</i> <i>PHP200,000.00 per UNIT</i>				
<b>TOTAL AMOUNT</b>						<b>₱</b>



## BASES CONVERSION and DEVELOPMENT AUTHORITY

2/F Bonifacio Technology Center, 31st Street Bonifacio Global City, Taguig City

Tel. No. 8575-1700 loc. 1782/1784

Fax No. : 8575-1785

Email: samateo@bcd.gov.ph

### REQUEST FOR QUOTATION

(Company Name):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: 08 August 2025

PR #: PR0001521


Please quote your lowest price(s) using this form, or your letterhead. Also, take note of the following details:

- 1) Quotation/s shall be addressed to the Head of Procurement Division. Please indicate Solicitation or Reference No.
- 2) Send the said quotation/s to BCDA or fax the same at no. 8575-1785 not later than **12 August 2025**
- 3) Quotation/s submitted after the set deadline indicated in item no. 2 shall not be accepted/considered.
- 4) The quotation/proposal shall be properly signed by the authorized representative and/or immediate supervisor.

*BCDA reserves the right to accept or reject any or all of the quotations, or waive formally therein, or to accept quotation/s as may be considered most advantageous to the gov't., or to pursue appropriate legal action should the winning bidder refuse to accept the award without justifiable reason/s.*

  
**STEFANY A. MATEO**

Canvasser

  
**ALMIRA S. CLARIANES**

Chief Administrative Officer

**Delivery Place:** BCDA Office, 2F Bonifacio Technology Center (BTC) Bldg., 31st St., corner 2nd Ave. BGC, Taguig City

#### **Documentary Requirements upon submission of quotation:**

- 1) Valid Mayor's/Business Permit
- 2) PhilGEPS Registration No.
- 3) BIR Certificate of Registration (BIR Form 2303)
- 4) Omnibus Sworn Statement and Proof of Authorization

*(Upon notification of Notice of Award-winning bidder must submit within 5 working days the duly NOTARIZED OSS and Proof of Authorization e.g., Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)*

#### **Terms and conditions:**

Price: **Inclusive of all applicable taxes**

Payment: **NET Thirty (30) working days**

Delivery: **20 day/s (upon conforme of P.O.)**

Validity of price: **one (1) month**

**WARRANTY: at least one (1) year (no warranty security needed)**

We hereby certify, that we have prepared, checked and reviewed this quotation.

This quotation is valid unless revoked in writing which should be done prior to our receipt of the Purchase Order or Job Order.

\_\_\_\_\_  
Printed Name/Signature/DATE

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Telephone / Fax Number