



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. 7342117 / 7342125

FAX NO. 7342125 / 7342118

REQUEST FOR QUOTATION

PR/REFERENCE NO. 2018-02-0077/2018-02-0076/2018-02-0078/2018-02-0080/2018-02-0081

March 6, 2018

DE OF PROCUREMENT Shopping 52.1B

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 301,000.00**

Qty.	Unit	Particulars/Specification Requirements
2,395	sheets	Kromekote 230 gsm. 40"x26"
102	reams	Bookpaper 60 lbs. 26" x 38"
1,100	sheets	Coated 2 sides 120 lbs. 25" x 38"
9	reams	Bookpaper 70 lbs. 25" x 38"
36	reams	Coated 2 sides 100 gsm. 25" x 38"
3	reams	Matte Coated 2 sides 100 gsm. 25" x 38"

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 **7342125 or 7342118** or email to **lhaine_b@yahoo.com** not later than **March 14, 2018**

Terms and Conditions:

1. Quotation validity shall not be less than **30-60 calendar days**
2. Indicate brand, model, if any.
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.

Very truly yours,

Received by: _____

Date: _____

Original signed
ESTHER G. GUIBONE
BAC- Chairman