



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. 2018-12-0657  
MODE OF PROCUREMENT Shopping  
1/9/2019  
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 P47,200.00

| Qty.  | Unit  | Particulars/Specification Requirements |
|-------|-------|--|
| 1,250 | sheet | Kromekote 189 lbs. 13x19               |
| 13    | ream  | Bookpaper 60 lbs. 25x38                |

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 [lowesitojoaquin15@gmail.com](mailto:lowesitojoaquin15@gmail.com) not later than **January 18, 2019**

Terms and Conditions:

1. Quotation validity shall not be less than **30-60 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.

Very truly yours,

ESTHER G. GUIBONE  
BAC-Chairman

Received by:

Date: