



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. 2019-01-0036 1/17/2019
 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 P7,200.00

Qty.	Unit	Particulars/Specification Requirements
12	ream	Bond paper 8.5x11 white
12	ream	Bond paper 8.5x13 white

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 FOS, 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 not later than January 25, 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: