



**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. 2019-03-0225 3/22/2019  
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 P70,000.00

Qty.	Unit	Particulars/Specification Requirements
35	reams	Coated 2 sides 100 gsm (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** not later than **March 28, 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,

Received by:

Date:

*E. Guibone*  
**ESTHER G. GUIBONE**  
BAC-Chairman