



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. 2019-04-0330 05/18/2019  
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 P72,000.00

Qty.	Unit	Particulars/Specification Requirements
120	reams	NEWSPRINT 52 GSM. 22" X 29"

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 **May 22, 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: \_\_\_\_\_