



**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. 7342147  
FAX NO. 7342147 / 7342118

**REQUEST FOR QUOTATION**

**R/REFERENCE NO.** 2019-11-0971 \_\_\_\_\_ **01/15/2020**  
**DE OF PROCUREME** 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 P126,000.00**

Qty.	Unit	Particulars/Specification Requirements
210	reams	NEWSPRINT 52LBS. 22"X29"

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 **734-2125 or 731-2147** or email to **lowesitojoaquin15@gmail.com/ryzarodriguez@yahoo.com** not later than **January 20, 2020**

**Terms and Conditions:**

1. Quotation validity shall not be less than **7 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.
7. The quotation shall include the signature of the company's representative.

Very truly yours,

**ESTHER G. GUIBONE**  
BAC-Chairman

**Received by:**  
**Date:**