



BUREAU OF COMMUNICATIONS SERVICES
310 San Rafael St., San Miguel Malacañang Complex, Manila

FINANCE AND ADMINISTRATIVE DIVISION
Property & Supply Section
TEL. NO. 7342117 / FAX NO. 7342125

REQUEST FOR QUOTATION

PR/REFERENCE NO. 2021-11-0212

10-Nov
DATE

Sir/Madam:

The Bureau of Communications Services would like to request for a quotation for the following item:

Qty.	Unit	Particulars/Specification Requirements	Unit Cost	Amount
30	pcs	Ballpen black		
10	pcs	Ballpen blue		
10	pcs	Ballpen red		
11	pcs	Signpen black		
70	pcs	Data folder 3x9x15		
35	reams	Paper copy short 8 1/2"x11"		
2	reams	Paper copy A4		
6	box	Fastener		
15	pack	File tab divider, Bristol Board, Legal		
15	pad	Post it notepad		
10	pack	Sign here stick on		
21	bot	Ethyl Alcohol 500ml		
1	pc	USB 16GB		
1	unit	Puncher		
1	unit	Tape Dispenser		
1	unit	Heavy duty stapler		

LOWESITO JOAQUIN
Property & Supply Section

Property & Supply Section

Bureau of Communications Services

PCS Building San Rafael St.,
San Miguel Malacañang Complex, Manila

The above prices are our quotation for the article/s you wish to purchase.

Item/s are available within _____ days from date of quotation

Delivery Lead Time: _____

Terms of Payment: _____

Authorized Signature of Representative

Supplier's Name: _____

Address: _____

Tel. No. _____

Fax No. _____

E-mail address: _____

