



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. 2022-07-0408

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
1	lot	Preventive Maintenance of Ishigaki Paper Cutting Machine		
		Scope of Work:		
		1. Dismantling of gearbox to clear the area, remove possible obstructed screw		
		2. Powering up the unit		
		3. Chainging the main belts		
		4. Greasing of gear		
		5. Aligning of blades		
		6. Setting the correct timing of blades (lowering and raising)		
		7. Dry-run machine for functionality test		
			Total :	

LOWESITO JOAQUIN

CHIEF, 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: _____