



**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. 2022-09-0500

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
2	pcs	Computer Mouse USB		
1	unit	Hard Drive 1Tb with Hard Case (Anti-Shock)		
			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: \_\_\_\_\_