

**BASES CONVERSION and DEVELOPMENT AUTHORITY**  
 2/F Bonifacio Technology Center, 31st Street Bonifacio Global City, Taguig City  
 Tel. No. 575-1700 loc. 1782/1784  
 Fax No. : 575-1785  
 Email: samateo@bccda.gov.ph  
**REQUEST FOR QUOTATION**

(Company Name):

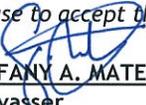
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Date: 24 July 2018  
 Quotation Number: PR# 377

Please quote your lowest price(s) using this form, or your letterhead. Also, take note of the following details:

- 1) Quotation/s shall be addressed to the Head of Procurement Division. Please indicate Solicitation or Reference No.
- 2) Send the said quotation/s to BCDA or fax the same at no. 575-1785 not later than **31 July 2018**
- 3) Quotation/s submitted after the set deadline indicated in item no. 2 shall not be accepted/considered.
- 4) The quotation/proposal shall be properly signed by the authorized representative and/or immediate supervisor.

BCDA reserves the right to accept or reject any or all of the quotations, or waive formally therein, or to accept quotation/s as may be considered most advantageous to the gov't., or to pursue appropriate legal action should the winning bidder refuse to accept the award without justifiable reason/s.

  
**STEFANY A. MATEO**  
 Canvasser

  
**VICKY NATIVIDAD**

TO: BCDA HEAD OF PROCUREMENT						
Per request, below is/are the price(s) of the article(s)/service(s) as indicated under Unit Price:						
QTY (A)	UNIT	DESCRIPTION/SPECIFICATIONS	UNIT COST (ex-VAT) (B)	VAT (C)	TOTAL UNIT COST (D=B+C)	TOTAL AMOUNT (AxD)
1	UNIT	<b>BINDING MACHINE</b> <i>Specifications:</i> ▪ Heavy Duty Document Comb Ring punch and Binding Machine - Comb plastic punch and binding machine uses plastic ring binders, all metal chassis and mechanism with 2-handles, applicable to all plastic rings up to 51mm, with adjustable paper size guide and margin depth, manually punch to sheets of 20 lbs. bond paper at a time for a plastic comb binding, Heavy Duty, with Adjustable Holes.				
1	UNIT	<b>FAX MACHINE</b> <i>Specifications:</i> ▪ High-End; with Automatic Document Feeder and fax to pc capability				
1	UNIT	<b>TYPE WRITER</b> <i>Specifications:</i> ▪ Portable electronic typewriter, 13 inches carriage, typing width of 9 inches, 11 characters per second printing speed, 100 characters typewheel, 10-12-15 pitch sector, 3 levels impression control, 45 keys keyboard, correction memory one line (96 characters), 16K text capacity for CDL MD, 20 character display for CDL MD)				
					<b>TOTAL AMOUNT ₱</b>	

**Terms and conditions:**

- Price: Inclusive of all applicable taxes
- Payment: NET Thirty (30) working days
- Delivery:
- Validity of price: one (1) month
- WARRANTY: at least one (1) year

We hereby certify, that we have prepared, checked and reviewed this quotation.  
 This quotation is valid unless revoked in writing which should be done prior to our receipt of the Purchase Order or Job Order.