



**OFFICE OF THE BIDS AND AWARDS COMMITTEE**

Name of Project : **Supply and Delivery of Office Supplies to be used for RHU IV San Agustin, City of San Fernando, Pampanga**

Location of the Project : **City Health Office**

**REQUEST FOR QUOTATION**

(FM-CSFP-CGSO-39; Revision No. 01;06/23/14)

Date : **June 30, 2015**

Quotation No. : **ES-04-15-1629**

Company Name

Address

Please quote your lowest price on the item(s) listed below and submit your quotation duly signed by your representative not later than **July 08, 2015 at 10:00 AM** at **CGSO-Building, New Public Market, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

**DANICA ANA M. CASTILLO**

Administrative Aide I

**ENGR. MICHAEL N. QUIZON, JR.**

BAC Chairman

- NOTE:
- 1 ALL ENTRIES MUST BE READABLE
  - 2 DELIVERY PERIOD WITHIN \_\_\_\_\_ CALENDAR DAYS
  - 3 WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY
  - 4 PRICE VALIDITY SHALL BE FOR A PERIOD OF SIXTY (60) CALENDAR DAYS

ITEM NO.	QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL
1	10	pc(s)	Sign Pen, Black pref. Energel	_____	_____
2	1	bx(s)	Ballpen black (Pilot) Original	_____	_____
3	10	pc(s)	Puncher, heavy duty with two hole guide approx. 6.5mm dia.	_____	_____
4	10	pc(s)	Pencil Sharpener HD, Angel	_____	_____
5	1,000	pc(s)	Envelope Plastic, Long, ordinary	_____	_____
6	50	bx(s)	Fastener, Plastic	_____	_____
7	100	pc(s)	Correction Tape	_____	_____
8	25	ream(s)	Paper multipurpose 82gsm subs 24 long preferably hardcopy	_____	_____
9	20	pc(s)	Eraser, rubber soft B050 steadler	_____	_____
10	50	pad(s)	Pad Paper Ruled Both Side (Yellow)	_____	_____
11	3	pck(s)	Index Box 5x8	_____	_____
12	12	pc(s)	Stapler #35 with Wire Remover preferably Max	_____	_____
13	12	pc(s)	Stapler #10 Max	_____	_____
14	10	bx(s)	Stapler Wire #35 pref. Max	_____	_____
15	10	bx(s)	Staple Wire #10	_____	_____
16	50	pc(s)	Data File Box, 5'x9 x 15-3/4'	_____	_____
17	30	pc(s)	Marking Pen Permanent Black (Pentel)	_____	_____
18	30	pc(s)	Marking Pen Permanent Blue (Pentel)	_____	_____
19	30	pc(s)	Marking Pen for Permanent Red (Pentel)	_____	_____
20	30	jar(s)	Paste solid w/ water well applicator 200gms (Redstone)	_____	_____
21	30	btl(s)	Glue 130gms in btl (Elmer's Brand)	_____	_____
22	30	pc(s)	Battery AA Energizer	_____	_____
23	10	pc(s)	Battery Energizer Size 9V	_____	_____

After having carefully read and accepted your General Conditions, I quote you on the item at prices noted above.

Printed Name / Signature

Tel No. / Cellphone No.

Date



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ITEM NO.	QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL
24	20	pc(s)	Battery Energizer Size C xxxxxx Nothing follows xxxxxx <b>TOTAL AMOUNT :</b>		<b>P</b>

After having carefully read and accepted your General Conditions, I quote you on the item at prices noted above.

\_\_\_\_\_  
Printed Name / Signature

\_\_\_\_\_  
Tel No. / Cellphone No.

\_\_\_\_\_  
Date