



**OFFICE OF THE BIDS AND AWARDS COMMITTEE**

Name of Project : **Supply and Delivery Office Supplies to be used for Bids and Awards Committee documents, City of San Fernando, Pampanga**

Location of the Project : **City General Services Office - Bids and Awards Committee**

**REQUEST FOR QUOTATION**

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

Date : **July 27, 2015**  
Quotation No. : **ES-04-15-1833**

\_\_\_\_\_  
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 **August 04, 2015 at 10:00 AM** at **CGSO-Building, New Public Market, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

**TERESITA A. PABALAN**  
Administrative Aide III

**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	30	pc(s)	Ink Cartridge Canon 810	_____	_____
2	25	pc(s)	Ink Cartridge Canon 811	_____	_____
3	30	ream(s)	Bond Paper, subs 20 Long (Advance)	_____	_____
4	30	ream(s)	Bond Paper, subs 20 Short (Advance)	_____	_____
5	25	pc(s)	Sign Pen Black V7 pref. Pilot	_____	_____
6	700	pc(s)	Envelope Brown Short	_____	_____
7	700	pc(s)	Envelope Brown Long	_____	_____
			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