



**OFFICE OF THE BIDS AND AWARDS COMMITTEE**

Name of Project : **Supply and Delivery of Office Supplies 2016 to be used at City Economic Enterprise Division**  
Location of the Project : **City Administrator's Office - City Economic Enterprise Division**

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

Date : **December 09, 2016**  
Quotation No. : **ES-04-16-3068**

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 **December 19, 2016 at 10:00 AM at CGSO-Building, New Public Market, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

**JEFFREY ROSS M. NAVARRO**  
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	200.00	ream(s)	Paper, bond subs 16 short pref. Pilot	_____	_____
2	200.00	ream(s)	Paper, bond subs 16 A4 pref. Pilot	_____	_____
3	200.00	ream(s)	Paper, bond subs 16 long pref. Pilot	_____	_____
4	100.00	cart(s)	Ink cartridge canon 810	_____	_____
5	65.00	cart(s)	Ink cartridge Canon 811	_____	_____
			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 \_\_\_\_\_