



Republic of the Philippines

Province of Pampanga

City of San Fernando

Office of the Bids and Awards Committee

REQUEST FOR QUOTATION*(FM-CSFP-CGSO-39; Revision No.03; 04/01/2022)*

Project Title : **Supply and Delivery of Office Supplies to be used for the Women and Children Protection Center (WCPC) for 2023 in the City of San Fernando, Pampanga**

Location of the Project : **City Social Welfare and Development Office**

Company Name

Date : **Jun 8, 2023**PR No. : **2023-06-01298**

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Wednesday, June 14, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Mikkole R. Tuaño


 Atty. Jose Elmer Y. Teodoro
 BAC Chairperson

- 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 _____ CALENDAR DAYS

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
1	15	ream(s)	Bond Paper, Long (8.5x13), 80gsm			
2	15	ream(s)	Bond Paper, Letter (8.5x11) 80gsm			
3	5	ream(s)	Bond Paper, A4 (8.27x11.69) 80gsm			
4	20	pc(s)	Sign Pen, Needle Point 0.5mm, Black			
5	15	pc(s)	Sign Pen, Needle Point 0.5mm, Blue			
6	3	box(s)	Map pins, Round Head Assorted Colors 100s/box			
7	12	btl(s)	Ink, Epson 003, Black, 70ml			
8	10	btl(s)	Ink, Epson 003, Cyan, 70ml			
9	10	btl(s)	Ink, Epson 003, Magenta, 70ml			
10	10	btl(s)	Ink, Epson 003, Yellow, 70ml			
11	10	pc(s)	Whiteboard Marker, Black			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
12	10	pc(s)	Permanent Marker, Black			
13	20	pc(s)	Correction Tape, 5mx6m			
14	100	pc(s)	Folder 14 pts legal white			
15	50	pc(s)	Folder 14 pts short white			
16	100	pc(s)	Brown Envelope (Legal) 9.5x14.5 inches			
17	50	pc(s)	Brown Envelope (Letter) 9x12 inches			
18	3	box(s)	Plastic Fastener (Box of 50 Sets)			
19	2	pc(s)	Stapler No. 35 w/ remover			
20	5	box(s)	Staple Wire No.35			
21	10	roll(s)	Tape transparent, 24mm			
22	5	roll(s)	Masking Tape, 24mm			
23	5	roll(s)	Double Sided Tape 1"			
24	15	pad(s)	Sticky Note, yellow, 3x3			
25	5	box(s)	Paper Clip Vinyl Coated, 33mm (Box of 50)			
26	5	box(s)	Paper Clip Vinyl Coated, 50mm (Box of 50)			
27	8	box(s)	Binder Clip Fold Back Clip Metal 19mm, 12"			
28	10	pack(s)	Special Paper, 200 GSM, White, A4 (8.27x11.69 inch) (10sheets per pack)			
29	2	pc(s)	Cork Board, 2ft x 2ft			
30	3	pc(s)	In and Out Metal Tray (2 Layers)			
31	2	pc(s)	Flash Drive, 32GB Capacity USB			
32	10	pc(s)	Rewritable Compact Disc with Case			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
33	6	pc(s)	Clearbook (Legal)			
34	5	pc(s)	Stand File Box, Black, Thick and Big, Long Lasting			
35	2	pc(s)	Folder Clipboard with Cover (9.5x14.5 inches)			
36	10	pc(s)	Frames for Certificate A4 (8.27x11.69 inch)			
37	10	pc(s)	Frames for Certificate Legal (8.50x13 inch)			
38	1	pc(s)	Heavy Duty Tape Dispenser			
39	5	pc(s)	Record Book 300 pages			
40	5	pc(s)	Record Book Mini, 200 pages			
41	1	pack(s)	Carbon Paper, Black (Legal)			
42	3	pc(s)	MegaBox Storage Box, 120L			
43	5	set(s)	AA Battery Super Heavy Duty 2s			
44	1	pc(s)	Calculator, 12-digit			
Total Amount:						

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