



OFFICE OF THE BIDS AND AWARDS COMMITTEE

Name of Project : **Supply and Delivery of Additional Office Supplies to be used for 1st Semester at the City Economic Enterprise Division, City of San Fernando, Pampanga**

Location of the Project : **City Economic Enterprise Division**

REQUEST FOR QUOTATION

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

Date : **June 05, 2018**

Quotation No. : **04-18-1301**

 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 **June 11, 2018 at 10:00 A.M.** at **CGSO Building, New Public Market, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

JOAN D. GUTIERREZ
 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 | 150 | cart(s) | Ink cartridge canon 810 | | |
| 2 | 100 | cart(s) | Ink cartridge Canon 811 | | |
| 3 | 300 | ream(s) | Paper, multipurpose ,80 gsm, subs 24 long Hardcopy brand | | |
| 4 | 50 | btl(s) | Continuos Ink EPSON T13 black | | |
| 5 | 50 | btl(s) | Continuos Ink EPSON T13 Cyan | | |
| 6 | 50 | btl(s) | Continuos Ink EPSON T13 Magenta | | |
| 7 | 50 | btl(s) | Continuos Ink EPSON T13 Yellow | | |
| 8 | 101 | bx(s) | Carbon Film legal, black | | |
| 9 | 109 | pc(s) | Envelope, expanding plastic w/ strap for legal size | | |
| 10 | 35 | pc(s) | Fingertip Moistener | | |
| | | | xxxxxx Nothing follows xxxxxx | | |
| | | | TOTAL AMOUNT | | P |

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