



OFFICE OF THE BIDS AND AWARDS COMMITTEE

Name of Project : **Supply and Delivery of Office Supplies to be used for the various Operations and Campaign against illegal drugs of the Philippine Drug Enforcement Agency (PDEA) in the City of San Fernando, Pampanga**

Location of the Project : **City Mayor's Office**

REQUEST FOR QUOTATION

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

Date : **July 24, 2018**

Quotation No. : **04-18-1747**

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 31, 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	30	ream(s)	Paper, bond subs 20 A4 (advance)		
2	24	ream(s)	Paper, bond subs 20 long (advance)		
3	600	pc(s)	Folder 14 pts legal white		
4	600	pc(s)	Envelope, brown long		
5	18	bx(s)	Fastener plastic		
6	18	bx(s)	Paper clip jumbo. 50mm		
7	18	bx(s)	Paper Clip, small, 33mm		
8	30	pc(s)	Marking Pen for whiteboard blue pref. Pilot		
9	30	pc(s)	Marking Pen for whiteboard black pref. Pilot		
10	30	pc(s)	Marking Pen for whiteboard red pref. Pilot		
11	12	set(s)	Ink for Epson L120 Series Printer (C-T6542, M-T6643, Y-T6644, BK-T6641		
12	72	bx(s)	Ballpen Black pref. Pilot (original)		
13	72	pc(s)	Sign Pen, Black pref. Energel		
14	2	pc(s)	White Board, 2' x 4'		
15	1	pc(s)	White Board, 4' x 8'		
16	2	pc(s)	Cork Board		
			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