



OFFICE OF THE BIDS AND AWARDS COMMITTEE

Name of Project : **Supply and Delivery of Office Supplies to be used during the 2018 Federation of Jeepney Operators and Drivers Association - FEDJODA General Assembly and Teambuilding on December 2018, City of San Fernando, Pampanga**

Location of the Project : **Community Affairs Division**

REQUEST FOR QUOTATION

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

Date : **October 22, 2018**

Quotation No. : **04-18-2668**

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 **October 26, 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	1,432	pax	Ballpen Black (Panda)		
2	1,432	pax	ID Holders		
3	1,432	pc(s)	Notebook, stenographers 40lvs ruled, spiral		
4	30	pc(s)	Ink cartridge Canon 810		
5	25	pc(s)	Ink cartridge Canon 811		
6	20	ream(s)	Paper, bond subs 20 short (Corona)		
7	20	ream(s)	Paper, bond subs 20 long (Corona)		
8	1,432	pc(s)	Envelope, plastic long ordinary		
9	145	pck(s)	Board Paper special 220 gsm legal size white (10pcs/pck)		
			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