



OFFICE OF THE BIDS AND AWARDS COMMITTEE

Name of Project : **Supply and Delivery of Office Supplies to be used at the City Environment and Natural Resources Office, City of San Fernando, Pampanga**

Location of the Project : **City Environment and Natural Resources Office**

REQUEST FOR QUOTATION

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

Date : **November 21, 2018**

Quotation No. : **04-18-3077**

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 **November 26, 2018 at 10:00 A.M.** at **CGSO Building, New Public Market, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

ANA LIZA C. ZABLAN
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	130	btl.	Alcohol Ethyl 70%(Green Cross) 500ml		
2	40	pcs	Ballpen Black (Pilot) (original)		
3	10	packs	Board Paper special 220 gsm A4 cream		
4	4	unit(s)	Calulator desktop, 12 digits Casio		
5	10	boxes	Fastener plastic		
6	5	pc(s)	Flash Drive 8 GB capacity USB		
7	100	pcs	Folder 14 pts legal (brown outside & white inside)		
8	2	boxes	Marker flourescent, stabillo asstd colors/bx		
9	12	cart(s)	Ink cartridge canon 810		
10	12	cart(s)	Ink cartridge Canon 811		
11	5	packs	Photo Paper high Premium long,10s/pck		
12	10	packs	Sticker paper long Premium		
13	24	pcs	Sign Pen, V7 Pilot black		
14	10	pcs	Scissors size 6 HD, stainless		
15	3	boxes	Pencil , lead w/. eraser medium size No. 2 (Mongol)		
16	10	pcs.	Eraser, rubber soft B050 steadler		
17	7	cart(s)	hp lazerjet 17a		
18	40	pcs	Sign Pen, My Gel black		
			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