



**OFFICE OF THE BIDS AND AWARDS COMMITTEE**

Name of Project : **Supply and Delivery of Office Supplies to be used in the conduct of Socio Economic Survey, City of San Fernando, Pampanga**

Location of the Project : **City Planning and Development Coordinator's Office**

**REQUEST FOR QUOTATION**

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

Date : **November 27, 2018**

Quotation No. : **04-18-3158**

\_\_\_\_\_  
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 **December 03, 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	236	ream(s)	Paper, bond premium grade 70 gsm , subs 20 A4 (Office PRO)		
2	16	pcs.	Gestetner CopyPrinter Ink DX2430		
3	1	pc	Master Copy Duplicator		
4	64	box	Pencil , lead w/. eraser medium size No. 2 ( Mongol)		
5	750	pcs	Envelope, expanding plastic A4 w/strap		
6	5	pcs	Balikbayan Box		
7	5	pcs	Flash Drive 8 GB capacity USB		
8	750	pcs	wooden clipboard		
			xxxxxx Nothing follows xxxxxx		
			<b>TOTAL AMOUNT</b>		<b>P</b>

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