



OFFICE OF THE BIDS AND AWARDS COMMITTEE

Name of Project : **Supply and Delivery of Office Supplies to be used for the CSFP Public Relations Consultancy Program for the period of January-June 2019 in the City of San Fernando, Pampanga subject to Ordering Agreement**

Location of the Project : **City Information Office**

REQUEST FOR QUOTATION

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

Date : **May 22, 2019**

Quotation No. : **04-19-1273**

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 **May 27, 2019 at 10:00 A.M.** at **CGSO Building, New Public Market, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

ABEGAIL F. ROYLAN
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	50	ream(s)	Paper, bond subs 16 A4 (advance)		
2	50	ream(s)	Paper, bond subs 20 long (advance)		
3	100	pcs.	Marking Pen permanent black Pentel		
4	100	pcs.	Marking Pen permanent red Pilot		
5	100	pcs.	Marking Pen permanet blue Pilot		
6	50	ream(s)	Paper, bond subs 16 short (advance)		
7	25	bottle	Alcohol Ethyl 70%(Green Cross) 500ml		
8	100	box	Marker flourescent, stabillo asstd colors/bx		
9	2	pcs.	Calculator desktop, 12 digits Casio		
10	5	packs	Carbon Paper ordinary legal , black		
11	100	pcs.	Sign pen G-Tec C4 Black		
12	100	pcs.	Sign Pen, Energel black		
13	100	pcs.	Sign Pen, Energel blue		
14	100	pcs.	Sign Pen, Energel red		
15	100	pcs.	Ink cartridge canon 810		
16	100	pcs.	Ink cartridge Canon 811		
17	100	pcs	Clearbook , long		
18	150	pcs	Compact Disc Rewritable (CD-RW) with case		
19	100	pcs	DVD- R with case		
20	10	pcs.	Record Book 500pp		
21	3	pcs.	Flash Drive 8 GB capacity USB		
22	8	pcs	Notebook, columnar 10 columns		

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



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ITEM NO.	QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL
			xxxxxx Nothing follows xxxxxx		
			TOTAL AMOUNT		P _____

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