



OFFICE OF THE BIDS AND AWARDS COMMITTEE

Name of Project : **Supply and Delivery of Office Supplies to be used for the LEDACC 2019 in the 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 : **July 16, 2019**

Quotation No. : **04-19-1704**

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 22, 2019 at 10:00 A.M.** at **CGSO Building, New Public Market, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

TERESITA A. PABALAN
Administrative Aide III

ENGR. MICHAEL N. QUIZON, JR.
BAC Chairman

- NOTE:
1. ALL ENTRIES MUST BE READABLE
 2. DELIVERY PERIOD WITHIN FIFTEEN (15) 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	25	pcs.	Ink cartridge canon 810		
2	15	pcs.	Ink cartridge Canon 811		
3	10	packs	Board Paper special 220 gsm legal size white (10pcs/pck)		
4	30	packs	Sticker paper long Premium		
5	10	ream(s)	Paper, bond subs 16 A4 (advance)		
6	10	ream(s)	Paper, bond subs 16 short (advance)		
7	10	ream(s)	Paper, bond subs 16 long (advance)		
8	10	boxes	Pencil , lead w/. eraser medium size No. 2 (Mongol)		
9	10	boxes	Ballpen Black (Pilot) (original)		
10	20	boxes	Sign Pen, V5 Pilot black		
11	100	pcs.	Folder 14 pts legal (brown outside & white inside)		
12	100	pcs.	Folder 14 pts short (brown outside & white inside)		
13	100	pcs.	Envelope, brown long		
14	100	pcs.	Envelope, brown short		
15	100	pcs.	Envelope, expanding plastic w/ strap for legal size		
			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