Standard Form Number: SF-GOOD-60
Revised on: May 24, 2004

Republic of the Philippines
Province of Pampanga
CITY OF SAN FERNANDO

OFFICE OF THE BIDS AND AWARDS COMMITTEE

Name of Project : **SUPPLY AND DELIVERY OF OFFICE SUPPLIES**
Location of the Project : **CITY GENERAL SERVICES OFFICE - SUPPLY, RECORDS AND PROPERTY MANAGEMENT DIVISION**

REQUEST FOR QUOTATION

Date : **MARCH 03, 2014**
Quotation No. : **ES-O4-14-0613**

_____
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 **MARCH 11, 2014** at **10:00 A.M.** at **CGSO Building, New Public Market, City of San Fernando, Pampanga**.

Canvassed by:

ABIGAIL B. POLICARPIO
Administrative Aide

Approved by:

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	25	bottles	Alcohol Ethyl 70% 500ml pref. Cleene	P _____	**P** _____
2	5	reams	Paper, multipurpose, 70 gsm, subs 20 short pref. Hard Copy	_____	_____
3	1,000	pieces	Folder 14pts legal white	_____	_____
4	115	pieces	Ink Cartridge canon 810	_____	_____
5	85	pieces	Ink Cartridge canon 811	_____	_____
6	20	pieces	Flash Drive 8 GB capacity USB	_____	_____
7	2	box	Rubber Band transparent and multicolor 350 gms, rainbow, small	_____	_____
8	2	box	Rubber Band transparent 350 gms, arrow #18	_____	_____
9	70	pieces	Correction Tape	_____	_____
10	20	pieces	Microcassette Tape, mini pref. Sony	_____	_____
11	4	box	Fax Machine Ribbon Brother, 2 refils/bx PC-402 RF	_____	_____
12	20	pack	Toilet Tissue, 12 rolls/pack	_____	_____
13	30	roll	Tape transparent 1' (24mm), 50m usable length	_____	_____
14	20	bottles	Dishwashing Liquid pref. Joy	_____	_____
15	30	box	Staple Wire #35 Max	_____	_____
16	2	piece	In and out tray metal 2 layers	_____	_____
17	10	pair	Scissors size 8HD stainless	_____	_____
18	1	unit	Paper Cutter w/ board 8 /12 x 11	_____	_____
19	5	pieces	Stapler #35 w/ wire remover max	_____	_____
20	1	pieces	Computer Keyboard (Usb port)	_____	_____
			>>continuation on next page<<		

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
21	10	pieces	Correction Tape	_____	_____
22	5	bottles	Glue 130 gsm in btl pref Elmer's brand	_____	_____
23	5	box	Fastener plastic	_____	_____
24	24	pieces	Sign Pen, V7 black, pref. Pilot	_____	_____
25	24	pieces	Sign Pen, black pref. My Gel	_____	_____
26	24	pieces	Sign Pen, blue pref. My Gel	_____	_____
27	24	pieces	Sign Pen, red pref. My Gel	_____	_____
28	24	pieces	Sign Pen, green pref. My Gel	_____	_____
29	24	pieces	Sign Pen, violet pref. My Gel	_____	_____
30	10	box	Data File box, with cover 11 x 11 x16	_____	_____
31	10	pieces	Notebook, columnars 24 columns	_____	_____
32	100	pieces	Folder 14 pts short white	_____	_____
33	5	pieces	Ink HP Toner Lazerjet Toner P1102	_____	_____
34	24	pieces	Clip, backfold 19mm (3/4)	_____	_____
35	3	box	Clip, backfold 25mm (1) 12 pcs/bx	_____	_____
36	3	box	Clip, backfold 32mm (1-1/4) 12 pcs/bx	_____	_____
37	3	box	Clip, backfold, 50mm (2) 12pcs/bx	_____	_____
38	10	book	Record Book 500pp	_____	_____
39	5	roll	Tape transparent 2 (48mm), 50m usable length	_____	_____
40	5	roll	Tape double adhesive 1	_____	_____
41	10	box	Fastener metal, non corrosive, non sharpedges 50sets/bx, pref. Apple brand		
			vxvxvxvxvxvxvxv		
			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