**OFFICE OF THE BIDS AND AWARDS COMMITTEE**

**Name of Project**: Supply and Delivery of Common Used Office Supplies for 3rd Quarter 2015 to be used at Sindalan Birthing Station I, City of San Fernando, Pampanga

**Location of the Project**: City Health Office - Sindalan Birthing Station I

**REQUEST FOR QUOTATION**

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

**Quotation No.**: ES-O4-15-2023

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**Company Name**

**Address**

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Please quote your lowest price on the item(s) listed below and submit your quotation duly signed by your representative not later than **August 17, 2015 at 10:00 AM** 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 **___** 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 | 14 | pc(s) | Ballpen, Black (Panda) |  |  
2 | 48 | pc(s) | Battery, AA, alkaline |  |  
3 | 5 | pc(s) | Clearbook, long |  |  
4 | 1 | bx(s) | Envelope, mailing white ordinary (4-1/8 x 9-1/2) |  |  
5 | 2 | bx(s) | Marker Flourescent, assorted colors/box pref. stabillo |  |  
6 | 6 | pad(s) | Notepad 3x3 3M Brand Post-it-Note |  |  
7 | 2 | ream(s) | Paper, multipurpose, 80gsm., subs. 24, short, paper one |  |  
8 | 2 | bx(s) | Paper Clip jumbo 50mm |  |  
9 | 5 | pc(s) | Ruler, plastic 12" |  |  
10 | 1 | bx(s) | Sign Pen, My Gel Black |  |  
11 | 1 | pc(s) | Stamp Pad Ink, black 50ml with applicator |  |  
12 | 1 | pc(s) | Stamp Pad Ink, Blue 50 ml with Applicator |  |  
13 | 10 | bx(s) | Staple Wire #10 |  |  
14 | 1 | pc(s) | Stapler #35 with Wire Remover preferably Max |  |  
15 | 2 | roll(s) | Tape, double adhesive 1" |  |  
16 | 2 | pck(s) | Toilet Tissue, 12 rolls/ pack |  |  
17 | 8 | pc(s) | Data File Box 11x11x16 w/ cover |  |  
18 | 2 | btl(s) | Glue 130 gsm in btl(Elmer's brand) |  |  
19 | 5 | ream(s) | Paper, multipurpose, 80gsm., subs. 24, short, pref. hard copy |  |  

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After having carefully read and accepted your General Conditions, I quote you on the item at prices noted above.
**OFFICE OF THE BIDS AND AWARDS COMMITTEE**

Name of Project: Supply and Delivery of Common Used Office Supplies for 3rd Quarter 2015 to be used at Sindalan Birthing Station I, City of San Fernando, Pampanga

Location of the Project: City Health Office - Sindalan Birthing Station I

**REQUEST FOR QUOTATION**

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

Company Name

Address

Date: August 07, 2015

Quotation No.: ES-04-15-2023

Please quote your lowest price on the item(s) listed below and submit your quotation duly signed by your representative not later than **August 17, 2015 at 10:00 AM** at CGSO-Building, New Public Market, City of San Fernando, Pampanga.

Canvassed by: TERESITA A. PABALAN

Approved by: ENGR. MICHAEL N. QUIZON, JR.

**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**

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<tr>
<th>ITEM NO.</th>
<th>QTY</th>
<th>UNIT</th>
<th>ITEM DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td>20</td>
<td>2</td>
<td>pc(s)</td>
<td>Stapler #35 with Wire Remover preferably Max</td>
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<td>21</td>
<td>30</td>
<td>pad(s)</td>
<td>Notepad (3x3) 3M Brand Post-it-Note</td>
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<td>5</td>
<td>pc(s)</td>
<td>Ballpen, Red (pref. Pilot)</td>
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<td>23</td>
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<td>pc(s)</td>
<td>Ink Cartridge Canon 810</td>
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<tr>
<td>24</td>
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<td>3</td>
<td>pc(s)</td>
<td>Battery (9 volts rechargeable-energizer)</td>
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<tr>
<td>26</td>
<td>1</td>
<td>unit(s)</td>
<td>Battery Charger (Universal AA, AAA, C, D, 9V)</td>
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<tr>
<td>27</td>
<td>100</td>
<td>pck(s)</td>
<td>Trash Bag, black medium</td>
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<td>28</td>
<td>100</td>
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<td>29</td>
<td>20</td>
<td>pck(s)</td>
<td>Toilet Tissue</td>
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</tr>
</tbody>
</table>

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.

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