Name of Project: Supply and Delivery of Office Supplies to be used for Bids and Awards Committee Documents (BAC), City of San Fernando, Pampanga

Location of the Project: City General Services Office

REQUEST FOR QUOTATION

FOR GOODS & SERVICES

Republic of the Philippines
Province of Pampanga
City of San Fernando

OFFICE OF THE BIDS AND AWARDS COMMITTEE

Company Name

Address

Date: April 01, 2016
Quotation No.: ES-04-16-0739

Please quote your lowest price on the item(s) listed below and submit your quotation duly signed by your representative not later than April 11, 2016 at 10:00 AM at CGSO-Building, New Public Market, City of San Fernando, Pampanga.

Canvassed by:

Approved by:

LEALORAINE A. GOMEZ
Administrative Aide II

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

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<th>QTY</th>
<th>UNIT</th>
<th>ITEM DESCRIPTION</th>
<th>UNIT PRICE</th>
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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.