Name of Project: Supply and Delivery of Office Supplies to be used for Bids & Awards Committee documents for 4th Quarter, City of San Fernando, Pampanga

Location of the Project: City General Services Office - Bids and Awards Committee

**REQUEST FOR QUOTATION**

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

- **Date:** November 03, 2016
- **Quotation No.:** ES-04-16-2585

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**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 **November 11, 2016 at 10:00 AM** at CGSO-Building, New Public Market, City of San Fernando, Pampanga.

Canvassed by: [Signature]

Approved by: [Signature]

**NOTE:**
1. **All Entries Must be Readable**
2. **Delivery Period Within** [Calendary 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>ITEM NO.</th>
<th>QTY</th>
<th>UNIT</th>
<th>ITEM DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TOTAL</th>
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[xxxxxx Nothing follows xxxxxx]

**TOTAL AMOUNT:**

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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