### Name of Project
Supply and Delivery of Office Supplies to be used during the Annual Assembly of the Federation of Home Owners’ Association and Team Building on December 2016, City of San Fernando, Pampanga

### Location of the Project
City Mayor’s Office - Community Affairs Division

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**REQUEST FOR QUOTATION**

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

- **Date:** November 04, 2016
- **Quotation No.:** ES-04-16-2594

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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 **November 14, 2016 at 10:00 AM** at CGSO-Building, New Public Market, City of San Fernando, Pampanga.

**Canvassed by:**

**Approved by:**

ABIGAIL P. YALUNG  
Administrative Aide I

ENGR. MICHAEL N. QUIZON, JR.  
BAC Chairman

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**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>ITEM NO.</th>
<th>QTY</th>
<th>UNIT</th>
<th>ITEM DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TOTAL</th>
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<td>10.00</td>
<td>ream(s)</td>
<td>Paper Bond, subs. 20 short pref. Corona</td>
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**TOTAL AMOUNT:**

- P

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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.

Page 1 of 1