**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 for 4th Quarter to be used at City General Services Office, subject to Ordering Agreement  
**Location of the Project**: City General Services Office

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

**Date**: November 08, 2016  
**Quotation No.**: ES-04-16-2651

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**Company Name**  
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**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 16, 2016** at **10:00 am.** at CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.

**Canvassed by**:  
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**Approved by**:  
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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 ___________ CALENDAR DAYS**

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**ITEM NO.**  
**QTY**  
**UNIT**  
**ITEM DESCRIPTION**  
**UNIT PRICE**  
**TOTAL**

| 1  | 185    | cart(s) | Ink cartridge canon 810 |                  |                  |
| 2  | 185    | cart(s) | Ink cartridge Canon 811 |                  |                  |
| 3  | 130    | ream(s) | Paper, bond subs 20 long (advance) |                  |                  |
| 4  | 140    | ream(s) | Paper, bond subs 20 short (advance) |                  |                  |
| 5  | 70     | pc(s)   | Sign Pen, V7 Pilot black |                  |                  |
| 6  | 1350   | pc(s)   | Envelope, brown short |                  |                  |
| 7  | 1300   | pc(s)   | Envelope, brown long |                  |                  |
| 8  | 8      | pc(s)   | Fax Machine Ribbon Brother,2 refils/bx PC-402RF |                  |                  |
| 9  | 170    | box     | Staple wire #35 Max |                  |                  |

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After having carefully read and accepted your General Conditions, I quote you on the item at prices noted above.

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**Printed Name / Signature**  
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**Tel No. / Cellphone No.**  
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**Date**  
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