



OFFICE OF THE BIDS AND AWARDS COMMITTEE

Name of Project : **Supply and Delivery of Office Supplies for 2nd Semester of 2017 to be used at City General Services Office, City of San Fernando, Pampanga**

Location of the Project : **City General Services Office**

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

Date : **August 03, 2017**

Quotation No. : **04-17-1928**

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 **August 07, 2017 at 10:00 A.M.** at **CGSO Building, New Public Market, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

JEFFREY ROSS M. NAVARRO
Administrative Aide I

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	320	ream(s)	Paper, multipurpose ,80 gsm, subs 24 long Paper one		
2	200	ream(s)	Paper, multipurpose ,80 gsm, subs 24 short Paper one		
3	200	ream(s)	Paper, multipurpose ,80 gsm, subs 24 A4 Paper one		
4	100	pc(s)	Ballpen Black (Pilot) (original)		
5	100	pc(s)	Sign Pen, Energel black		
6	15	pc(s)	Flash Drive 8 GB capacity USB		
7	500	pc(s)	Folder 14 pts legal (brown outside & white inside)		
8	1,000	pc(s)	Envelope, brown long		
9	100	pc(s)	Data Folder w/finger ring &clear plastic pocket (3x9x15)		
10	300	cart(s)	Ink cartridge Canon 811		
11	350	cart(s)	Ink cartridge canon 810		
12	50	pc(s)	Marking Pen permanent black Pilot		
13	50	boxes	Staple wire #35 Max		
14	100	boxes	Fastener metal ordinary		
15	50	boxes	Paper clip jumbo. 50mm		
16	100	pc(s)	Compact Disc Recordable (CD-R) with case		
			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.

Date