



OFFICE OF THE BIDS AND AWARDS COMMITTEE

Name of Project : **Supply and Delivery of Office Supplies to be used for the General Assembly (Annual Assessment Planning and Team Building) of all City Officials, Department Heads and Employees of the City Government of San Fernando, Pampanga**

Location of the Project : **City Human Resource Development Office**

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

Date : **October 12, 2017**

Quotation No. : **04-17-2552**

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 **October 16, 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	10	ream(s)	Paper, bond subs 20 long (Advance)		
2	10	ream(s)	Paper, bond subs 20 short (Advance)		
3	200	packs	Board Paper special 220 gsm legal size white (10pcs/pck)		
4	1,292	pcs	Sign Pen G-1 black		
5	3	pcs	Ink Cartridge Hp No. 21		
6	4	pcs	Ink Cartridge HP No. 22		
7	150	pcs	DVD- R with case		
8	53	pcs	Marking Pen permanent black Pilot		
9	10	pcs	Marking Pen permanent red Pilot		
10	2,000	pcs	Envelope, expanding plastic w/ strap for legal size		
11	2,351	pcs	Folder 14 pts A4(brown outside & white inside)		
12	84	pcs	Data File Box, 5'x9 x 15-3/4', 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