



OFFICE OF THE BIDS AND AWARDS COMMITTEE

Name of Project : **Supply and Delivery of Office Supplies to be used by the CGSO - Bids and Awards Committee, City of San Fernando, Pampanga**

Location of the Project : **Bids and Awards Committee**

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

Date : **October 13, 2017**

Quotation No. : **04-17-2586**

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 17, 2017 at 10:00 A.M.** at **CGSO Building, New Public Market, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

LEALORAINE A. GOMEZ
Administrative Aide II

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	50	cart(s)	Ink cartridge canon 810		
2	30	cart(s)	Ink cartridge Canon 811		
3	30	ream(s)	Paper, bond subs 20 long (advance)		
4	10	ream(s)	Paper, bond subs 20 short (advance)		
5	25	pc(s)	Sign Pen, V7 Pilot black		
6	500	pc(s)	Envelope, brown long		
7	500	pc(s)	Envelope, brown short		
			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