**REQUEST FOR QUOTATION**

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

**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

**Date:** October 13, 2017

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

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:** LEALORAINE A. GOMEZ

**APPROVED BY:** ENGR. MICHAEL N. QUIZON, JR.

**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

<table>
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<tr>
<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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<tbody>
<tr>
<td>1</td>
<td>50</td>
<td>cart(s)</td>
<td>Ink cartridge canon 810</td>
<td></td>
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<td>30</td>
<td>cart(s)</td>
<td>Ink cartridge Canon 811</td>
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<tr>
<td>3</td>
<td>30</td>
<td>ream(s)</td>
<td>Paper, bond subs 20 long (advance)</td>
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<tr>
<td>4</td>
<td>10</td>
<td>ream(s)</td>
<td>Paper, bond subs 20 short (advance)</td>
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<td>25</td>
<td>pc(s)</td>
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<tr>
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<tr>
<td>7</td>
<td>500</td>
<td>pc(s)</td>
<td>Envelope, brown short</td>
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</table>

**TOTAL AMOUNT:**

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