



**OFFICE OF THE BIDS AND AWARDS COMMITTEE**

Name of Project : **Supply and Delivery of Common Used Office Supplies to be used for City Health Office - Death Registry Services, City of San Fernando, Pampanga**

Location of the Project : **City Health Office**

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

Date : **October 24, 2017**

Quotation No. : **04-17-2656**

\_\_\_\_\_  
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 27, 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	10	pc(s)	INK HP Toner Lazerjet CF217A		
2	70	cart(s)	Ink Cartridge Canon 810		
3	50	cart(s)	Ink Cartridge Canon 811		
4	24	pc(s)	Data Folder w/ finger ring & clear plastic pocket (3x9x15)		
5	12	boxes	Carbon Paper ordinary legal , black		
6	50	pc(s)	Correction Tape		
7	24	pc(s)	Data File Box, 10 x 9 x 15-3/4 (double)		
8	50	boxes	Fastener plastic		
			xxxxxx Nothing follows xxxxxx		
			<b>TOTAL AMOUNT</b>		<b>P</b>

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