



OFFICE OF THE BIDS AND AWARDS COMMITTEE

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

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

REQUEST FOR QUOTATION

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

Date : **December 08, 2017**

Quotation No. : **04-17-3206**

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 **December 12, 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	40	cart(s)	Ink cartridge Canon 811		
3	20	ream(s)	Paper, bond subs 20 long (advance)		
4	50	pc(s)	Ballpen Black (Pilot) (original)		
5	30	pc(s)	Sign Pen, V7 Pilot black		
6	20	ream(s)	Paper, bond subs 20 A4 (advance)		
7	50	pc(s)	Marking Pen permanent black Pentel		
8	500	pc(s)	Envelope, brown long		
9	300	pc(s)	Folder 14 pts legal (brown outside & white inside)		
10	20	bx(s)	Fastener plastic		
11	10	bx(s)	Staple wire #35 Max		
12	50	pc(s)	Correction Tape		
13	40	pc(s)	Data Folder w/finger ring &clear plastic pocket (3x9x15)		
14	8	pc(s)	Data File Box, with cover 11 x 11 x16		
			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