



OFFICE OF THE BIDS AND AWARDS COMMITTEE

Name of Project : **Supply and Delivery of Common Used Office Supplies to be used at Sindalan Birthing Station, 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 : **December 08, 2017**

Quotation No. : **04-17-3225**

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:

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	pc(s)	Data File Box, 5'x9 x 15-3/4',		
2	2	btl(s)	Stamp Pad Ink, black 50 ml w/ applicator		
3	100	pc(s)	Folder 14 pts short (brown outside & white inside)		
4	1	pc(s)	Puncher, heavy duty w/ two hole guide approx 6.5 mm dia.		
5	2	pc(s)	Stapler #35 w/ wire remover Max		
6	2	roll(s)	Tape masking 1 (24mm), 50m.		
7	2	bx(s)	Carbon Paper ordinary legal , black		
8	4	packs	Toilet Tissue, 12 rolls/pck		
9	10	pc(s)	Clearbook , long		
10	12	roll(s)	Tape transparent 1' (24mm), 50m usable length		
11	10	bx(s)	Staple wire #10		
12	3	bx(s)	Staple wire #35 Max		
13	3	bx(s)	Sign Pen, Energel black		
14	5	book(s)	Record Book 300pp		
15	5	book(s)	Record Book 500pp		
16	3	bx(s)	Pencil , lead w/. eraser medium size No. 2 (Mongol)		
17	10	bx(s)	Paper clip jumbo. 50mm		
18	2	bx(s)	Paper Clip, small, 33mm		
19	30	ream(s)	Paper, multipurpose ,80 gsm, subs 24 long Hardcopy brand		
20	10	pad(s)	Note Pad (3 x 3) 3M brand,Post It Note		

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



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ITEM NO.	QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL
21	2	set(s)	Marker flourescent, faber castel 3 colors/set		
22	500	pc(s)	Envelope, brown long		
23	30	cart(s)	Ink cartridge canon 810		
24	30	ream(s)	Paper, multipurpose ,70 gsm, subs 20 short Hard Copy		
25	23	cart(s)	Ink cartridge Canon 811		
26	48	pc(s)	Battery AA Alkaline		
27	100	pc(s)	Ballpen Black (Panda)		
			xxxxxx Nothing follows xxxxxx		
			TOTAL AMOUNT		P

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