



**OFFICE OF THE BIDS AND AWARDS COMMITTEE**

Name of Project : **Printing and Delivery of Letterheads to be used at City Civil Registry Office, City of San Fernando, Pampanga**

Location of the Project : **City Civil Registry Office**

**REQUEST FOR QUOTATION**

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

Date : **February 09, 2017**

Quotation No. : **P11-17-0246**

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

Canvassed by:

Approved by:

**LEALORAINA 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                   | 20  | ream(s) | CCRO Letterhead (Printed Forms) |            |          |
| 2                   | 20  | ream(s) | CCRO Letterhead (Plain)         |            |          |
|                     |     |         | 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