



Republic of the Philippines  
Province of Pampanga

City of San Fernando

Office of the Bids and Awards Committee

## REQUEST FOR QUOTATION

(FM-CSFP-CGSO-39; Revision No.03; 04/01/2022)



Project Title : **Supply and Delivery of Additional Common Used Office Supplies to be used at the City General Services Office for the year 2023 in the City of San Fernando, Pampanga**

Location of the Project : **City General Services Office**

Company Name

Date :

**Dec 13, 2023**

PR No. :

**2023-12-02939**

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, December 18, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Janelle D.A. Tungcab

Engr. Michael N. Quizon, Jr.  
BAC Chairperson

- 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 \_\_\_\_\_ CALENDAR DAYS

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
1	200	ream(s)	Bond Paper A4 80gsm			
2	400	ream(s)	Bond Paper Short 80gsm			
3	1000	ream(s)	Bond Paper Legal 80gsm			
4	2000	pc(s)	Folder 14 pts legal white			
5	73	cart(s)	Ink cartridge canon 810			
6	72	cart(s)	Ink cartridge canon 810			
7	51	btl(s)	Ink Continuous Black, 1 liter/btl			
8	50	btl(s)	Ink Continuous Cyan, 1 liter/btl			
9	50	btl(s)	Ink Continuous Magenta, 1 liter/btl			
10	50	btl(s)	Ink Continuous Yellow, 1 liter/btl			
<b>Total Amount:</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