



Republic of the Philippines  
Province of Pampanga  
**CITY OF SAN FERNANDO**

**OFFICE OF THE BIDS AND AWARDS COMMITTEE**

Standard Form Number: SF-GOOD-60

Revised on: May 24, 2004

Name of Project : **SUPPLY AND DELIVERY OF OFFICE SUPPLIES**

Location of the Project : **OFFICE OF THE CITY MAYOR, CITY OF SAN FERNANDO, PAMPANGA**

**REQUEST FOR QUOTATION**

Date : **NOVEMBER 29, 2011**  
Quotation No. : **SO-04-11-2192**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed your representative not later than **DECEMBER 07, 2011 at 10:00 A.M.** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**

Canvassed by:

**ARACELI Y. MERCADO**  
Administrative Aide III

Approved by:

**ENGR. MICHAEL N. QUIZON, JR.**  
BAC Chairman

- NOTE:
- 1 ALL ENTRIES MUST BE READABLE
  - 2 DELIVERY PERIOD WITHIN TEN (10) 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.	QUANTITY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL
1	5	reams	Bond Paper subs 20 Long	P _____	P _____
2	5	reams	Bond Paper subs 20 short	_____	_____
3	1	pcs	Toner Copier	_____	_____
4	2	bxs	Pen pref. Pilot	_____	_____
5	2	pcs	HP ink #21	_____	_____
6	2	pcs	HP ink #22	_____	_____
7	150	pcs	Expanding Envelope	_____	_____
8	30	pcs	DVD-R w/ case	_____	_____
9	8	pcs	Mini DV tapes	_____	_____
10	1	bxs	White Board Markers	_____	_____
11	3	rolls	Masking Tape	_____	_____
12	40	pcks	Board Paper (invitation)	_____	_____
13	2	bxs	Permanent Marker pref. Pilot Pentel	_____	_____
14	100	pcs	ID Holder	_____	_____
			xxx		
<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