



"Beyond Providing Water..."

Republic of the Philippines
SAN FRANCISCO WATER DISTRICT
San Francisco, Agusan del Sur

REQUEST FOR QUOTATION

Date: _____

Name of Establishment: _____
Address: _____
Contact Number: _____

Sir,

Please quote your price at the spaces hereunder corresponding to the articles called for under **Purchase Request No. 2024-01-0038** dated **January 25, 2024** to be delivered at SFWD Office within **30 calendar days** from the receipt of Purchase Order.


RUBEN M. JARABATA JR.
BAC Chairperson

ITEM NO.	QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
1	5	BOX	BOND PAPER LONG - SUB 20		
2	1	BOX	BOND PAPER A4 - SUB 20		
3	2	BOX	BOND PAPER SHORT - SUB 20		
4	5	PACK	PHOTO PAPER A4 GLOSSY		
5	15	BOX	STAPLE WIRE NO. 35		
6	200	PIECE	MAILING ENVELOPE WHITE		
7	1	PIECE	OFFICIAL RECORD BOOK - Size: 216mm x 279mm - Inner: Uncoated Woodfree - Paper: 60 gsm - Pages: 500		
8	30	PIECE	EXPANDED FOLDER LONG : ROYAL BLUE		
9	30	PIECE	EXPANDED FOLDER LONG : RED		
10	20	PIECE	GEL TYPE SIGNPEN COLOR GREEN 0.5		
11	2	BOX	PLASTIC FASTENER LONG		
12	3	BOX	RETRACTABLE SMOOTH INK PEN 0.7		
13	4	BOX	COIN ENVELOPE BROWN SIZE: 8 1/2 (500's)		
14	26	PIECE	GEL TYPE PEN 0.5MM (12-GREEN / 12 BLUE / 2 RED)		
15	36	PIECE	RETRACTABLE PEN 0.7 (24 BLACK / 12 BLUE)		
16	12	PIECE	ROLLER BALLPEN BLACK 0.3		
17	20	PIECE	CORRECTION TAPE REFILLABLE		
18	30	PACK	CORRECTION TAPE REILL (2 PCS./PACK)		
19	30	PIECE	STICKY NOTES 3 X 3 INCH ASSOSTED COLOR		
20	12	PIECE	LONG BROWN ENVELOPE		
TOTAL					



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RUBEN M. JARABATA JR.
BAC Chairperson

ITEM NO.	QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
21	3	ROLL	PACKAGING TAPE 3"		
22	8	ROLL	MASKING TAPE 1"		
23	5	ROLL	SCOTCHTAPE 1"		
24	1	PIECE	SUPER COLOR MARKER REFILL INK		
25	10	PACK	FLOURESCENT PAD WITH NOTE: SIGN HERE		
26	5	PACK	DOUBLE A BATTERY 4N1		
27	5	PACK	TRIPLE A BATTERY 4N1		
28	10	PIECE	EPSON LX310 CARTRIDGE		
29	50	PIECE	CLEAR FOLDER LONG		
30	10	PIECE	PERMANENT MARKER BROAD BLACK		
31	36	PIECE	SIGNPEN ROLLER BALL 24 BLACK / 12 BLUE		
TOTAL					

I HEREBY CERTIFY that the above-listed articles are actually carried on stock by me and that the prices quoted are hereby specified. The terms and conditions of this call are hereby accepted. Time for delivery / pick up is within _____ () calendar days from receipt of the Purchase Order.


JOAN LADESMA
Canvasser

NAME & SIGNATURE OF BIDDER/DEALER

Nationality