



"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. 2024-06-0186 dated June 20, 2024 to be delivered at SFWD Office within **7 calendar days** from the receipt of Purchase Order.

  
**RUBEN M. JARABATA JR.**  
District Engineer

ITEM NO.	QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
1	5	box	Long bond paper, S-20 (1box = 5 ream)		
2	2	box	Short bond paper, S-20 (1box = 5 ream)		
3	1	box	A4 bond paper, S-20 (1box = ream)		
4	5	box	Gel type ballpen refill, 0.5mm BLUE (1box = 12pcs)		
5	5	box	Gel type ballpen refill, 0.5mm BLACK (1box = 12pcs)		
6	3	tube	Ordinary pen BLACK (retractable)		
7	1	box	Correction tape refill (1box = 12pcs)		
8	10	set	"SIGN HERE" sticky notes (5 colors in 1 set)		
9	5	pc	40 sheets/leaves notebook		
10	5	pc	Columnar book (4 columns)		
11	10	dz	Binder clips 32mm		
12	10	dz	Binder clips 19mm		
13	1	pc	Water stamp		
<b>TOTAL</b>					

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

  
**URBIE P. BORROMELO**  
Cavassscr

NAME & SIGNATURE OF  
BIDDER/DEALER

Nationality