



"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. 2024-08-0261** dated **August 21, 2024** to be delivered at SFWD Office within **7 calendar days from the receipt of Purchase Order.**

  
**RUBEN M. JARABATA JR.**  
BAC Chairperson

ITEM NO.	QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
1	10	BOX	LONG BOND PAPER SUB20		
2	2	BOX	SHORT BOND PAPER SUB20		
3	20	PAD	STICKY NOTES FLOURESCENT PAD 0.5" X 1.7" ASSORTED COLOR		
4	20	PACK	STICKER PAPER LONG INKJET FIRENDLY		
5	25	PIECE	EXPANDED FOLDER LONG LIGHT BLUE		
6	30	PAD	STICKY NOTE 3" X 3" ASSORTED COLOR		
7	15	BOX	STAPLE WIRE NO. 35-5M		
8	50	PIECE	CLEAR FOLDER LONG BLUE WITHOUT FASTENER ATTACHED		
9	15	PIECE	EXPANDED ENVELOPE LONG BROWN		
10	100	PIECE	FOLDER LONG BROWN		
11	2	PIECE	STAMP PAD SMALL		
12	3	BOTTLE	STAMP PAD INK VIOLET 30 ML		
13	2	PIECE	MOUSE PAD REGULAR SIZE		
14	5	PACK	DOUBLE A BATTERY		
15	5	PACK	TRIPLE A BATTERY		
16	10	PIECE	HIGHLIGHTER ASSORTED COLOR		
17	2	BOX	STAMP PAD INK REFILL BLACK 30ML		
18	1	BOX	GEL TYPE PEN REFILL 0.5 GREEN		
19	1	PIECE	KEYBOARD		
20	10	PIECE	PERMANENT MARKER BROAD 5-BLACK/5-BLUE		
21	4	BOTTLE	PERMANENT MARKER INK REFILL 2-BLACK/2-BLUE 30 ML		
22	2	PIECE	STAPLER (FOR NO.35 STAPLES)		
<b>TOTAL</b>					



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**RUBEN M. JARABATA JR.**  
BAC Chairperson

ITEM NO.	QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
23	5	PIECE	SCISSOR FOR HEAVY DUTY		
24	12	PIECE	RIBBON CARTRIDGE FOR EPSON LX310		
25	10	ROLL	MASKING TAPE 1"		
26	10	ROLL	SCOTCH TAPE 1"		
27	10	BOTTLE	STAP PAD INK BLUE 60 ML		
28	10	PIECE	BALLPOINT PEN FINE .7		
29	1	BOX	GEL TYPE PEN REFILL 0.5 EXTRA FINE		
30	10	PIECE	FINGER MOISTENER		
<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.

  
**JOAN LADESMA**

Canvasser

NAME & SIGNATURE OF  
BIDDER/DEALER

Nationality