



"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. 2025-01-0038** dated **January 23, 2025** 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	20	Ream	Bond Paper, Long, 70gsm		
2	10	Ream	Bond Pape, Short, 70gsm		
3	5	Ream	Bond Paper, A4, 70gsm		
4	12	Box	Ballpen- Ballpoint, Black, 0.5mm (Flexitok)		
5	1	Box	Sign Pen, 0.30mm, Black, G-tec Pilot		
6	1	Box	Sign Pen Refill, 0.3mm, Black ( Pilot)		
7	10	Pc	Correction Tape - Refillable		
8	6	Box	Rubber Bond, #8		
9	2	Box	Pentel Pen, Black, Board		
10	15	Box	Staple Wire, No. 35mm		
11	5	Pc	Double Sided Tape, 1 inch		
12	20	Pc	Correction Tape, REfill WH605		
13	30	Box	Paper Clip, vinyl/Plastic coated, 33mm		
14	30	Box	Paper Clip, vinyl/plastic coated, 50mm		
15	20	Box	Binder Clips, 19mm		
16	15	Box	Binder Clips, 21mm		
17	10	Box	Binder Clips, 32mm		
18	8	Box	Binder Clips, 50mm		
19	10	Pad	DTR Form No.48 CSC		
20	15	Pad	Sticky Note, 500mm X 75mm		
21	15	Pad	Sticky Note, 75mm X 75mm		
22	15	Pad	Sticky Note, 75mm X 100mm		
23	30	Roll	Masking TApe, 1/2 inch		
<b>TOTAL</b>					



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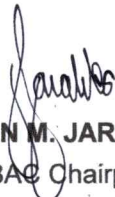
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BAC Chairperson

ITEM NO.	QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
24	15	Roll	Masking Tape, 1 inch		
25	10	Roll	Masking Tape, 2 inches		
26	10	Roll	Masking Tape, 48mm		
27	5	Roll	Double Sided Tape, 1 inch		
28	10	Pc	Expanded Folder, Long, Green		
29	30	Pc	Expanded Envelope, Long Brown		
30	5	Roll	Tape, Transparent, 1 inch		
31	10	Box	Refillable ballpen, Ballpoint, 0.30mm, Black		
32	5	Box	Refillable ballpen, Ballpoint, 0.30mm, Blue		
33	1	Box	Refillable ballpen, Ballpoint, 0.50mm, Red		
34	8	Box	Ballpen refill, Ballpoint, 0.30mm, Black		
35	7	Box	Ballpen refill, Ballpoint, 0.50mm, Blue		
36	2	Ream	Folder Long ( Brown)		
37	15	Pc	Magazine Filer		
38	5	Pc	Plastic Ring Binder 1 1/2		
39	4	Pc	Glue 40ml ( Elmer's Glue )		
40	5	Box	Fastener, 50 sets per box		
41	1	Box	Pencil (Mongol 2)		
42	1	Box	Colored pencil, 12 per set		
43	10	Pad	Columnar, 4 column's		
44	15	Pc	Record Book,300 pages		
45	15	Pc	Record Book 150 pages		
46	10	Pc	Binding Folder		
<b>TOTAL</b>					



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

ITEM NO.	QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
47	2	Pc	Clipboard ( Plastic)		
48	3	Pc	Ring Binder for binding folder, 25mm		
49	3	Pc	Ring binder for binding folder, 20mm		
50	3	Pc	Ring binder for binding folder, 14mm		
51	5	Pc	Pen Highlighter, pastel yellow		
52	5	Pc	Pen Highlighter, pastel pink		
53	5	Pc	Pen Highlighter, pastel orange		
<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.

  
**JAMES MARK G. BALABA**  
Canvasser

\_\_\_\_\_  
**NAME & SIGNATURE OF BIDDER/DEALER**

\_\_\_\_\_  
Nationality