



"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. 2025-01-0028** dated **January 20, 2025** to be delivered at SFWD Office within **15 calendar days** from the receipt of Purchase Order.

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

| ITEM NO.     | QTY | UNIT        | DESCRIPTION                         | UNIT PRICE | TOTAL |
|--------------|-----|-------------|-------------------------------------|------------|-------|
| 1            | 17  | REAMS       | BOND PAPER LONG, SUB-20             |            |       |
| 2            | 7   | REAMS       | BOND PAPER A4, SUB-20               |            |       |
| 3            | 50  | PCS         | CLEAR LONG FOLDER                   |            |       |
| 4            | 100 | ROLLS       | MASKING TAPE 3/4"                   |            |       |
| 5            | 10  | PCS         | PERMANENT MARKER BLACK, FINE        |            |       |
| 6            | 2   | PCS         | HIGHLIGHTER (YELLOW & ORANGE)       |            |       |
| 7            | 2   | BOTTLE<br>S | INK REFILL EPSON 664- BLACK         |            |       |
| 8            | 1   | BOTTLE      | INK REFILL EPSON 664-CYAN           |            |       |
| 9            | 1   | BOTTLE      | INK REFILL EPSON 664-MAGENTA        |            |       |
| 10           | 3   | BOTTLE<br>S | INK REFILL EPSON 664-YELLOW         |            |       |
| 11           | 1   | BOX         | SIGN PEN REFILL MY GEL 0.5MM-BLACK  |            |       |
| 12           | 15  | PCS         | CORRECTION TAPE                     |            |       |
| 13           | 1   | BOX         | SIGN PEN RED-0.5MM                  |            |       |
| 14           | 1   | BOX         | SIGN PEN BLACK 0.5MM                |            |       |
| 15           | 1   | UNIT        | CALCULATOR                          |            |       |
| 16           | 2   | UNITS       | HEAVY-DUTY STAPLER<br>-MEDIUM SIZE  |            |       |
| 17           | 1   | UNITS       | HEAVY-DUTY SCISSORS<br>-MEDIUM SIZE |            |       |
| 18           | 10  | BOTTLE<br>S | INK REFILL EPSON 003-BLACK          |            |       |
| 19           | 1   | BOTTLE      | INK REFILL EPSON 003-CYAN           |            |       |
| 20           | 2   | BOTTLE<br>S | INK REFILL EPSON 003-MAGENTA        |            |       |
| <b>TOTAL</b> |     |             |                                     |            |       |



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|--------------|-----|-------------|--|------------|-------|
| 21           | 2   | BOTTLE<br>S | INK REFILL EPSON 003-YELLOW                                    |            |       |
| 22           | 50  | ROLLS       | THERMAL PAPER 80MMX70MM  |            |       |
| 23           | 12  | PCS         | DOCUMENT FILER BOX- LONG<br>(SEE ATTACHED SAMPLE PHOTO)        |            |       |
| 24           | 3   | PCS         | SIGNATURE BOARD WITH COVER-LONG<br>(SEE ATTACHED SAMPLE PHOTO) |            |       |
| 25           | 6   | BOXES       | RETRACTABLE BALLPOINT PEN                                      |            |       |
| 26           | 2   | PCS         | COLUMNAR BOOK-4 COLUMNS  |            |       |
| 27           | 12  | LENGTH<br>S | RING BINDER 1 1/2"   |            |       |
| 28           | 12  | LENGTH<br>S | RING BINDER 2"   |            |       |
| 29           | 12  | LENGTH<br>S | RING BINDER 1/2"   |            |       |
| 30           | 12  | LENGTH<br>S | RING BINDER 1"   |            |       |
| 31           | 6   | BOXES       | STAPLE WIRE NO.35 5M   |            |       |
| <b>TOTAL</b> |     |             |  |            |       |



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

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|--------------|-----|------|-------------|------------|-------|
| <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