



"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. 2025-01-0011** dated **January 9, 2025** to be delivered at SFWD Office within **30 calendar days from the receipt of Purchase Order.**


RUBEN M. JARABATA JR.
Division Manager B

ITEM NO.	QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
1	2	Piece	Calculator 12 digits		
2	2	Piece	Stapler No. 35 (26/6) Staples		
3	5	Box	Binder Clips 51mm		
4	5	Box	Binder Clips 41mm		
5	15	Box	Binder Clips 15mm		
6	5	Piece	Notebook 90 leaves		
7	20	Pad	Sticky Notes 3 x 3		
8	5	Box	Paper Fastener Plastic Coated regular size 50 sets per box		
9	5	Box	Paper Fastener Plastic Coated 8 1/2 long		
10	10	Box	Paper Clip 33mm coated		
11	10	Box	Paper Clip 50mm coated		
12	5	Box	Gel Type Pen 0.5 (1 box green / 2 box black /1 box blue / 1 box red)		
13	2	Box	Gel Type Pen 0.7 (1 box green / 1 box black)		
14	20	Box	Staple Wire No. 35		
15	20	Piece	Highlighter assorted colors (yellow, orange, green , blue & pink)		
16	3	Ream	Brown Folder Long		
17	10	Pack	Sticker Paper Long (inkjet friendly)		
18	3	Piece	Glue 240 grams		
19	2	Bottle	Glue 1010 grams		
20	2	Piece	Columnar 4 columns		
21	2	Piece	Transpaent Clipboard Long		
22	5	Pack	Battery Tripple A (4 pieces/pack)		
TOTAL					



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RUBEN M. JARABATA JR.
Division Manager B

ITEM NO.	QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
23	5	Pack	Battery Double A (2 pieces per pack)		
24	20	Piece	Permanent Market Broad Black		
25	100	Piece	Clear Folder Long Blue		
26	50	Piece	Clear Folder Short Blue		
27	5	Roll	Masking Tape 1"		
28	5	Roll	Wall Mounted Double Sided Tape Green		
29	5	Box	Rubber Bond Small/Thin		
30	2	Box	Gel Type Pen 0.5 Refill (1 Box Black / 1 Box Blue)		
31	1	Box	Pilot G-Tec-C3 0.3 Black Refill		
32	20	Piece	Expanded Envelope Brown Long		
33	4	Piece	Data File Storage Box Blue (Please see attached sample picture)		
34	3	Piece	Coin Box (Please see attached sample picture)		
35	3	Piece	Filer Blue (Please see attached sample picture)		
36	3	Box	Bond Paper Long Sub 20 (5 ream per box)		
37	2	Box	Bond Paper Short Sub 20 (5 ream per box)		
38	1	Box	Bond Paper A4 (5 ream per box)		
TOTAL					



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RUBEN M. JARABATA JR.
Division Manager B

ITEM NO.	QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
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