



"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. 2025-02-0066** dated **February 10, 2025** to be delivered at SFWD Office within **10 calendar days** from the receipt of Purchase Order.


RUBEN M. JARABATA JR.
BAC Chairperson

ITEM NO.	QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
1	4	box	Long bond paper, S-20 (1 box = 5 ream)		
2	2	box	Short bond paper, S-20 (1 box = 5 ream)		
3	2	box	A4 bond paper, S-20 (1 box = 5 ream)		
4	1	box	Sign pen gel type (0.5mm) BLACK		
5	1	box	Sign pen gel type (0.5mm) BLUE		
6	1	box	Retractable G-2 sign pen BLACK		
7	1	box	Retractable G-2 sign pen BLUE		
8	3	tube	Ordinary pen (Retractable) BLACK (1 tube = 50 pcs)		
9	6	piece	Refillable correction tape		
10	2	pack	Sticker paper - matte (LONG)		
11	5	piece	Clip board with cover (LONG)		
12	2	roll	Transparent tape 1-inch (>50meters per roll)		
13	1	ream	PVC/plastic binding cover (LONG)		
14	4	piece	Magazine file box (LONG)		
15	2	piece	Multi-tray 3 layer		
16	3	piece	Highlighter (orange/neon orange)		
17	1	box	Pencil no.2 (1 box = 12 pieces)		
18	10	box	Coated paper clip (33mm)		
19	10	box	Coated paper clip (50mm)		
20	2	piece	Stapler remover claw		
21	1	piece	Ink stamp pad		
22	3	piece	Permanent marker pen - fine (BLACK)		
23	3	piece	White board marker		
TOTAL					



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RUBEN M. JARABATA JR.
BAC Chairperson

ITEM NO.	QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
24	10	pad	"SIGN HERE" sticky note pad (5-in-1)		
25	10	pad	Sticky note/ Post-it pad (3"x3")		
26	10	pad	Sticky note/ Post-it pad (3"x5")		
27	1	box	Rubber band (BIG)		
28	1	piece	Correction pen liquid		
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.


JAMES MARK G. BALABA
Canvasser

NAME & SIGNATURE OF
BIDDER/DEALER

Nationality