



"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. 2025-02-0060** dated **February 10, 2025** to be delivered at SFWD Office within **30 calendar days** from the receipt of Purchase Order.

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

ITEM NO.	QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
1	10	ream	Bond Paper - Long		
2	10	ream	Bond Paper - Short		
3	10	ream	Bond Paper - A4		
4	2	box	Staples - No. 35-5M		
5	2	box	Staples - No. 10		
6	5	bottle	Epson Ink Refill (Black) - Ink Code: 003		
7	5	bottle	Epson Ink Refill (Yellow) - Ink Code: 003		
8	5	bottle	Epson Ink Refill (Magenta) - Ink Code: 003		
9	5	bottle	Epson Ink Refill (Cyan) - Ink Code: 003		
10	2	box	Ballpen Regular 0.5 (Color: Black)		
11	2	box	Sign Pen 0.5 (Color: Black)		
12	2	box	Sign Pen Refill - DONG-A My-Gel		
13	2	box	Glue - 130g		
14	5	pcs	Sticky Note - 3x3		
15	2	pcs	Sticky Note - 3x3 with lines		
16	1	box	Correction Tape (by 10's)		
17	1	box	Correction Tape Refill - WHIPER MR (by 10's)		
18	5	pcs	Scotch Tape - 1inch		
19	5	pcs	Whiteboard Marker		
20	1	bottle	Whiteboard Marker Ink Refill - 30ml		
21	1	box	Push Pins - T20412 (by 100's)		
22	1	box	Push Pins - T20411 (by 50's)		
23	30	pcs	Long Folder (Brown)		
<b>TOTAL</b>					



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

ITEM NO.	QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
24	1	box	Paper Clip (Small)		
25	1	box	Paper Clip (Big)		
26	6	pcs	Highlighter - Green		
27	10	pack	AA Battery (by 2's)		
28	10	pack	AAA Battery (by 4's)		
29	2	pads	Photo Paper		
30	1	tube	Binder Clips (15mm)		
31	1	tube	Binder Clips (41mm)		
32	2	pcs	Guest Logbook		
33	2	pcs	Record book (216 x 279 mm 500pages)		
34	2	pcs	Notebook (Non-Spring 100pages)		
<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