



"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. 2025-02-0074** dated **February 14, 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 Paper, Short, 70gsm		
3	5	Ream	Bond Paper, A4, 70gsm		
4	12	Box	Ballpen-Ballpoint, Black, 0.5mm		
5	1	Box	Sign Pen, 0.3mm, Black		
6	1	Box	Sign Pad Refill, 0.3mm, Black		
7	10	Pc	Correction Tape-Refilable		
8	6	Box	Rubber Bond, #8		
9	2	Box	Marker, Black		
10	15	Box	Staple Wire, No. 35mm		
11	5	Pc	Double Sided Tape, 1 inch		
12	20	Pc	Correction Tape, Refill		
13	30	Box	Paper Clip, Plastic coated, 33mm		
14	30	Box	Paper Clip, 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, 1/2inch		
TOTAL					



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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		
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, 0.3mm, Black		
32	5	Box	Refillable Ballpen, Ballpoint, 0.3mm, Blue		
33	1	Box	Refillable Ballpen, Ballpoint, 0.3mm, Red		
34	8	Box	Ballpen refill, Ballpoint, 0.3mm, Black		
35	7	Box	Ballpen refill, Ballpoint, 0.3mm, Blue		
36	2	Ream	Folder Long, Brown		
37	15	Pc	Magazine File box		
38	5	Pc	Plastic Ring Binder 1 1/2		
39	4	Pc	Glue, 40ml		
40	5	Box	Fastener, 50 sets per box		
41	1	Box	Pencil		
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		
TOTAL					



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RUBEN M. JARABATA JR.
BAC Chairperson

ITEM NO.	QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
47	2	Pc	Clipboard (Plastic) - yellow		
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		
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