



"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. 2025-05-0165** dated **May 28, 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	10	pcs	Permanent Marker -Fine Tip, Black		
2	6	box	Retractable Ballpen-Black		
3	1	pc	Stapler Big-heavy Duty		
4	12	pcs	Correction Tape		
5	1	box	PEncil No. 2		
6	10	pad	3x3 sticky notes - 100sheets		
7	1	pack	Photopaper-A4		
8	1	pack	sitcker paper-long		
9	30	roll	Thermal paper 80mmx70mm		
10	50	reams	Bondpaper sub 20-long		
11	50	rolls	MAsking TApe 3/4"		
12	4	pcs	Highlighter (orange-2pcs, green-2pcs)		
13	5	botls	Epson Ink Refill 003-black		
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