



"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. 2025-04-0133** dated **April 30, 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	5	Box	Bond Paper, Long, 80gsm		
2	2	Box	Bond Paper, Short, 80gsm		
3	1	Box	Bond Paper, A4, 80gsm		
4	3	Box	Push Pin		
5	3	Box	Paper Clamp, 1 5/8"		
6	30	Box	Paper Clamp, 3/4"		
7	20	Pc	Highlighter, 5 Blue, 5 Yellow, 5 Pink, 5 Orange		
8	2	Box	Paper Fastener, Long, 8-1/2", 70mm		
9	3		Paper Fastener, Ordinary, 70mm		
		Box			
10	1	Box	Paper Clip, 33mm, 10 Small Boxes/Box		
11	20	Pc	Sticky Notes, at least 3x3 inches		
12	30	Pc	Sticky Notes marked "SIGN HERE"		
13	5	Roll	Double Sided Tape with foam, 1"		
14	1	Pc	Stapler, Heavy Duty, No.35		
15	50	Pc	Ballpen, Ballpoint, 0.5mm		
16	10	Pc	Retractable Ballpen, Ballpoint, 0.5mm, (5 Black & 5 Blue)		
17	10	Pc	Ink Refill for Pilot Retractable Ballpen, 0.7mm (5 Black & 5 Blue)		
18	8	Box	Gel Pen, 0.5mm, 12pcs/Box		
19	4	Box	Ink Refill for Mygel Dong-A Gel Pen, 0.5mm, 12pcs/Box		
TOTAL					



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RUBEN M. JARABATA JR.
BAC Chairperson

ITEM NO.	QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
20	2	Box	Retractable Gel Pen, 0.5mm, 12pcs/Box		
21	2	Box	Ink Refill for Pilot Retractable Gel Pen, 0.5mm, 12pcs/Box		
22	2	Pc	Scissor, Heavy Duty		
23	3	Box	Coin Envelope 8 1/2"		
24	2	Pc	Stamp Pad No. 2, Black		
25	8	Pack	Battery AA		
26	8	Pack	Battery AAA		
27	10	Pc	Notebook, Padded Type, 80 sheets		

Note:

Price MUST VAT inclusive.
Government transaction.

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.


JANETH D. LEGASPI
Canvasser

**NAME & SIGNATURE OF
BIDDER/DEALER**

Nationality