



(085) 839-0457 or (085) 303-6120  
sanfranzwd@gmail.com  
www.sfwd.gov.ph

"Beyond Providing Water..."

Republic of the Philippines  
**SAN FRANCISCO WATER DISTRICT**  
San Francisco, Agusan del Sur

**REQUEST FOR QUOTATION**

Name of Establishment: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Number: \_\_\_\_\_

Date: \_\_\_\_\_

Sir,

Please quote your price at the spaces hereunder corresponding to the articles called for under **Purchase Request No. 2025-07-0204** dated **July 15, 2025** to be picked-up within **5 calendar days from the receipt of Purchase Order.**

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

ITEM NO.	QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
1	1	Unit	Steel Lateral Filing Cabinet  Steel Cabinet Requirement Specifications: Dimensions: 90 cm (H) x 45 cm (W) Shelving: Minimum of 3 layers/shelves Capacity: Must accommodate legal-size files/documents Finish: Smooth, plain enamel-coated surface for durability and easy maintenance Safety Feature: Anti-tilt mechanism to ensure stability and prevent tipping Drawer Functionality: Full-extension drawers for maximum access and visibility Handle Design: Recessed handles for a sleek appearance and enhanced safety  Note: 1. All prices must be VAT-inclusive. 2. This is a government transaction and shall comply with all applicable procurement regulations.		
TOTAL					



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

ITEM NO.	QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
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