

REQUEST FOR QUOTATION



Republic of the Philippines
Presidential Communications Operations Office
New Executive Bldg., Malacanang Manila
Malacañang, Manila

734-58-84 / 734-74-14

Date _____

Gentlemen :

Please quote hereunder your lowest price for the following item:

QTY.	UNIT	ARTICLE / DESCRIPTION	UNIT COST	AMOUNT
10	box	Carbon Film A4 size, 100 sheets per box		
20	pc.	Flash Drive, 16gb		
110	pc.	Permanent Marker (black)		
100	box	Paper Clip, 33mm		
60	pad	Notepad stick on 2x3		
06	box	Rubber Band 70mm (No.18)		
120	pcs.	Sign Pen (blue)		
240	pcs.	Sign Pen, Black		
60	pcs.	Sign Pen, red		
15	pc.	Stapler Standard Type		
120	roll	Scotch Tape 24mm (1mm)		
50	roll	Packaging Tape 48mm		
<p><i>Proposed Budget Ceiling/ Approved Budget for Contract (ABC) - PHp 58,500.00</i></p>				

Please submit your quotation _____ days after receipt of this item

CANVASSER / REPRESENTATIVE:

RUBEN M. MONTEMAYOR, JR
 Property Assitant

Very Truly Your,

LUCIANA M. CABRERA
 OIC, Property & Supply Section

Property & Supply Office
Presidential Communications Operations Office

The above prices are our quotation for the days from the date of quotation.

within _____

Date quoted : _____
 Terms : _____

