



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
20	pcs	File box Folder 1/4 w/ Cover		
30	pcs	Steno Notepad		
5	pcs	Elmers Glue		
20	pcs	File box Folder w/ Cover		
1	box	Letter Envelope		
5	pack	Post it (sign Here)		
25	pack	Velum Board		
20	pcs	Packing tape		
20	pcs	Clear book (seagul) (Long)		
50	pcs	rings		
5	box	Ziplock		
5	pack	Folder (long)		
10	pack	Folder A4		
5	ream	bond paper (long)		
10	ream	Bond Paper (A4)		
10	box	Sign Pen (black)		
5	box	Sign Pen (blue)		
5	box	Sign Pen (red)		
50	pcs	Plastic Envelope		
20	pcs	USB 16GB		
20	pcs	Correction Tape		
20	roll	scotch tape 1 inch		
20	roll	Masking Tape Roll 2 Inch		
30	pcs	Clear book (seagul) (A4)		
10	pcs	Document File Folder		
20	pcs	Permanent Marker (black)		
		Proposed Budget Ceiling/ Approved		
		Budget for Contract (ABC) - PHp 70,000.00		

Please submit your quotation _____ days after receipt of this form.

CANVASSER / REPRESENTATIVE:

JOHN ROSE ODRUNIA
 Property Assistant / Canvasser

LUCIANA M. CABRERA
 IIC, Property & Supply Section

Property & Supply Office
 Presidential Communication Operation Office

The above prices are our quotation for the article/s you wish to purchase. Articles are available within _____ days from the date of quotation.

Date quoted : _____
 Terms : _____

Prices valid for: _____