

## REQUEST FOR QUOTATION

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

\_\_\_\_\_

\_\_\_\_\_

Gentlemen:

*Please quote your lowest net price, taxes included, on each of the following articles.*

ITEM	UNIT	QTY.	COMMODITY & DESCRIPTION	UNIT PRICE	AMOUNT
1	ROLL	4	ACETATE		
2	CAN	8	AIR FRESHENER		
3	REAM	45	MIMEO BONDPAPER A4		
4	REAM	45	MIMEO BOND PAPER LEGAL		
5	PIECE	30	DATA FILE BOX		
6	TUBE	5	CUTTER BLADE		
7	BOX	5	CARBON FILM		
8	BOX	20	ENVELOPE MAILING SHORT		
9	BOX	20	ENVELOPE MAILING LONG		
10	BOX	5	FOLDER PRESSBOARD		
11	JAR	5	ALL PURPOSE GLUE		
12	CART	10	INK CART, T6641 BLACK		
13	CART	10	INK CART, T6642 CYAN		
14	CART	10	INK CART, T6643, MAGENTA		
15	CART	10	INK CART, T6644, YELLOW		
16	SET	10	MARKER, FLUORESCENT		
17	PAD	20	NOTE PAD, STICK ON 3" x 3"		
18	PAD	20	NOTE PAD, STICK ON 3" x 4"		
19	BOX	20	PAPER CLIP, 50mm		
20	BOX	5	PENCIL WITH ERASER		
21	PIECE	20	RECORD BOOK 300 PAGES		
22	PIECE	20	RECORD BOOK 500 PAGES		
23	BUNDLE	10	RING BINDER, PLASTIC 32mm		
24	BOX	10	RUBBER BAND, NO. 18		
25	PIECE	50	SIGNPEN, BLACK		
26	PIECE	50	SIGNPEN, BLUE		
27	PIECE	50	CORRECTION TAPE		
28	PIECE	10	CUTTER KNIFE		
29	REAM	50	BOND PAPER A4		
30	REAM	50	BOND PAPER LEGAL		
31	BOX	20	FASTENER		
32	PIECE	30	CLEARBOOK LEGAL		
33	PCS	10	HP TANK500 BLACK		
34	PCS	10	HP TANK 500 Y		
35	PCS	10	HP TANK 500 C		
36	PCS	10	HP TANK 500 M		
<b>TOTAL</b>					

The prices quoted herein be delivered to the office of the Municipal Mayor,  
Lubao, Pampanga \_\_\_\_\_ days after serving the award

Very truly yours,

**RUSSELITO B. JIMENEZ**

\_\_\_\_\_  
*Canvasser*

To the Municipal Mayor  
Lubao, Pampanga

Our quotation is indicated opposite each articles indicated above

\_\_\_\_\_  
Signature of Dealer

\_\_\_\_\_  
Printed Name

