



Supplier: _____
 Address: _____

Date: _____

INVITATION FOR PRICE QUOTATION

Sir/Madam:

You are hereby invited to quote your most competitive quotation for the following goods list enclosed below:

office supplies for Auditor's Office

Purchase form are all subjected to the existing regulations governing local purchase in case that your offer articles must advantageous to the government.

We look forward to receiving your quotations and thank you for your interest in this project.

ITEM	DESCRIPTION	UNIT PRICE	TOTAL
35	reams Bond paper short-Hard copy	₱ _____	₱ _____
30	reams Bond paper long-Hard copy	_____	_____
30	reams bond paper A4	_____	_____
100	pcs. Sliding folder blue long	_____	_____
100	pcs. Folder long	_____	_____
100	pcs. Folder short	_____	_____
100	pcs. expandable envelope blue	_____	_____
100	pcs. expandable envelope green	_____	_____
10	bxs. Plastic fastener	_____	_____
5	bxs. Staple wire # 35	_____	_____
20	pcs. Packaging tape 48mm transparent	_____	_____
10	pcs. Scotch tape 1"	_____	_____
10	pcs. Masking tape 1"	_____	_____
5	bxs. ballpen retractable black	_____	_____
5	bxs. ballpen retractable red	_____	_____
3	bxs. pentel red	_____	_____
3	bxs. pentel black	_____	_____
2	bxs. pencil # 2	_____	_____
2	bxs. White envelope long	_____	_____
20	pads Yellow paper	_____	_____
200	pcs. Brown envelope long	_____	_____
200	pcs. Brown envelope short	_____	_____
15	pcs. Correction tape	_____	_____
10	bxs. Paper clip	_____	_____
5	pcs. 3 layer document tray steel	_____	_____
27	pcs. Record book 300pages	_____	_____
10	pcs. Computer ink black	_____	_____
8	pcs. Computer ink magenta	_____	_____
8	pcs. computer ink yellow	_____	_____
8	pcs. Computer ink cyan	_____	_____
20	pcs. battery AA	_____	_____
20	pcs. battery AAA	_____	_____
10	pcs. doormat	_____	_____
10	btls. glass cleaner refill 500ml	_____	_____
10	pcs. furniture polish	_____	_____
5	doz. Tissue paper	_____	_____
10	btls. insect repellent spray	_____	_____
		₱	_____

NOEL G. ENCARNACION
 CGADH I / Concurrent GSO

Canvassed by:

ARIEL DE GUZMAN

Printed Name and Signature of Authorized Representative

Printed Name and Signature