



Republic of the Philippines  
Office of the President  
**Housing and Urban Development Coordinating Council**

TO THE PROCUREMENT  
General Services Division

In response to your request for quotation dated \_\_\_\_\_, I am pleased to submit my quotation for the following items:

Qty.		DESCRIPTION	Unit Cost	Total Cost
350	reams	Paper Multi Purpose, 8-1/2x11" 70 gsm, Ultra white (in box)		
120	reams	Paper Multi Purpose, 8-1/2x13" 70 gsm Ultra white (in box)		
		Terms of Payment: Validity of the price:		

Thank you very much,

Very truly yours,

Company \_\_\_\_\_  
TIN \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone/Fax No. \_\_\_\_\_  
Signature \_\_\_\_\_  
Print Name \_\_\_\_\_