



TOLEDO CITY WATER DISTRICT
 2nd Flr., Terminal Bldg., Baybay I, Toledo City
 Tel. Nos. (032) 4678544, 4678533 Fax: (032) 4679449

Date: April 04, 2018

REQUEST FOR QUOTATION

NAME, ADDRESS & TEL/FAX NO. OF SUPPLIER <hr/> <hr/> <hr/> QUOTED BY: <hr/> PRINT AND SIGN NAME/POSITION	PLEASE QUOTE YOUR LOWEST PRICE, NET OF ANY POSSIBLE DISCOUNT: <input type="checkbox"/> WITH PRODUCT BROCHURE DEADLINE FOR SUBMISSION (DATE/TIME) <u>APR 16 2018</u> CANVASS OPENING DATE/TIME <u>APR 17 2018 8:00 AM</u> DELIVERY REQUIREMENT WITHIN <u>7</u> CALENDAR DAYS FROM RECEIPT OF APPROVED NOTICE TO PROCEED REF. P.R. NO.: <u>2018-04-040</u> APPROVED BUDGET: P <u>7,500.00</u> PURPOSE : RM FURNITURES & FIXTURES 1ST QUARTER CLERICAL TABLE-RAYMAND BOOK CLERICAL CHAIR OBESO
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ITEM NO	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL AMOUNT
	Clerical Table- Melamine board w/ 3 drawers 120x70x75cm heavy duty	1	unit		
	Clerical Chair/ Staff Chair w/o arm leather PVC nylon legs starbase black plastic seating capacity 300 lbs. suppliers must be within Cebu Province	1	unit		
			0		

TERMS AND CONDITIONS: 1) AS A GOVERNMENT AGENCY, TCWD SHALL DEAL ONLY WITH LEGITIMATE SUPPLIERS/ CONTRACTOR WHICH ISSUE BIR REGISTERED O.R.s; 2) QUOTED PRICES MUST BE INCLUSIVE OF 5% TAX FOR MATERIALS & SUPPLIES 6% FOR LABOR AND 1% EXPANDED WITHHOLDING TAX; 3) ALL QUOTATIONS SHALL BE FIRM AND VALID FOR A PERIOD OF AT LEAST THIRTY (30) DAYS FROM THE DATE OF RECEIPT OF QUOTATION & SHALL BE BINDING UPON THE SUPPLIER WITHIN THE PERIOD; 4) TCWD RESERVES THE RIGHT TO POST-QUALIFY ANY SUPPLIER AND/OR TO REJECT ANY OR SUBMITTED QUOTATIONS; 5) P.O./CONTRACT SHALL BE AWARDED TO THE LOWEST EVALUATED RESPONSIVE BID, DELIVERED ITEMS ARE SUBJECT TO INSPECTION. WITH PAYMENT PROCESSING TO COMMENCE ONLY AFTER ACCEPTANCE BY THE PROPERTY CONTROL DIVISION; AND 6) TERMS OF PAYMENT WITHIN 30 DAYS FROM DATE OF ACCEPTANCE.	REQUESTED BY: JENN GLAIZA C. GALLEGO Indus. Rel. Mgmt. Officer B. RECOMMENDING APPROVAL: MARY DESIREE A. CABANTE BAC Chairman ARLENE V. MERCADER Division Manager, Administrative APPROVED BY: FRANCISCO R. ABELLANA
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APPROVED BY: