



**REQUEST FOR QUOTATION**

NAME, ADDRESS & TEL/FAX NO. OF SUPPLIER

PLEASE QUOTE YOUR LOWEST PRICE, NET OF ANY POSSIBLE DISCOUNT:

IN SEALED ENVELOPE  WITH COMPANY PROFILE, ETC..

WITH PRODUCT BROCHURE

DEADLINE FOR SUBMISSION (DATE/TIME)

July 18, 2016 2:00 PM

CANVASS OPENING DATE/TIME

July 08, 2016 8:00 AM

DELIVERY REQUIREMENT WITHIN

CALENDAR DAYS FROM RECEIPT OF APPROVED P.O./ CONTRACT SIGNING

QUOTED BY:

PRINT AND SIGN NAME/POSITION

REF. P.R. NO.: **2016-07-143**

APPROVED BUDGET: P **13,500.00**

ITEM NO	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL AMOUNT
	Clerical Chair	6	unit		

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 14-28 CALENDAR DAYS FROM DATE OF ACCEPTANCE.

REQUESTED BY:

**JENN GLAIZA C. CASIA**  
 Indus. Rel. Mgmt. Officer B.

RECOMMENDING APPROVAL:

**ARLENE V. MERCADER**  
 Division Manager, Administrative

APPROVED BY:

**FRANCISCO R. ABELLANA**  
 General Manager