



REQUEST FOR QUOTATION

NAME, ADDRESS & TEL/FAX NO. OF SUPPLIER

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

- IN SEALED ENVELOP WITH COMPANY PROFILE, ETC..
 WITH PRODUCT BROCHURE

DEADLINE FOR SUBMISSION (DATE/TIME) July 13, 2016 2:00 PM
 CANVASS OPENING DATE/TIME July 22, 2016 8:00 AM

QUOTED BY:

DELIVERY REQUIREMENT WITHIN 7 CALENDAR DAYS FROM RECEIPT OF APPROVED P.O./ CONTRACT SIGNING

PRINT AND SIGN NAME/POSITION

REF. P.R. NO.: 2016-07-145 APPROVED BUDGET: P 6,435.00

ITEM NO	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL AMOUNT
	GUEST CHAIR FABRIC GRAY	5	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