

**TOLEDO CITY WATER DISTRICT**2nd Flr., Terminal Bldg., Baybay I, Toledo City
Tel. Nos.(032)4678544, 4678533 Fax:(032)4679449Date : **September 29, 2016****REQUEST FOR QUOTATION**

NAME, ADDRESS & TEL/FAX NO. OF SUPPLIER

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

 WITH PRODUCT BROCHURE

DEADLINE FOR SUBMISSION(DATE/TIME)

October 07, 2016 5:00 PM

CANVASS OPENING DATE/TIME

September 30, 2016 8:00 AM

DELIVERY REQUIREMENT WITHIN 7 CALENDAR DAYS FROM RECEIPT OF APPROVED NOTICE TO PROCEEDREF. P.R. NO.: 2016-09-186 APPROVED BUDGET: P 5,000.00

PURPOSE : FOR OFFICE USE (PROCUREMENT SECTION)

QUOTED BY:

PRINT AND SIGN NAME/POSITION

ITEM NO	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL AMOUNT
	Printer Continuous Ink	1	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 30 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