



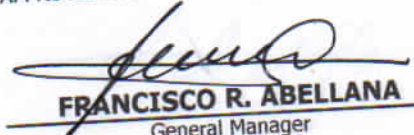
**REQUEST FOR QUOTATION**

ADDRESS & TEL/FAX NO. OF SUPPLIER  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 NOTED BY:  
 \_\_\_\_\_  
 PRINT AND SIGN NAME/POSITION

PLEASE QUOTE YOUR LOWEST PRICE, NET OF ANY POSSIBLE DISCOUNT:  
 WITH PRODUCT BROCHURE  
 DEADLINE FOR SUBMISSION (DATE/TIME) March 17, 2017  
 CANVASS OPENING DATE/TIME March 20, 2017 8:00 AM  
 DELIVERY REQUIREMENT WITHIN 1 CALENDAR DAYS FROM RECEIPT OF APPROVED NOTICE TO PROCEED  
 REF. P.R. NO.: 2017-03-059 APPROVED BUDGET: P 12,000.00  
 PURPOSE : for ISO Documentation Training Workshop on March 21, 2017

DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL AMOUNT
CATERING SERVICES: Buffet lunch with PM Snacks <i>with venue</i>	20	pax		

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:  
  
**ARIENE V. MERCADER**  
 Division Manager, Administrative  
 APPROVED BY:  
  
**FRANCISCO R. ABELLANA**  
 General Manager