



**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)

March 31, 2017

CANVASS OPENING DATE/TIME

April 3, 2017 8:00 AM

DELIVERY REQUIREMENT WITHIN 7

CALENDAR DAYS FROM RECEIPT OF APPROVED NOTICE TO PROCEED

REF. P.R. NO.: 2017-03-073.A

APPROVED BUDGET: P 22,815.50

PURPOSE : for Engineering and Construction (Project Office) Supplies 1st Quarter

QUOTED BY:

PRINT AND SIGN NAME/POSITION

ITEM NO	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL AMOUNT
	LOT 1 - Office Supplies				
	Highlighter Neon Orange	1	pc		
	Highlighter Neon Yellow	1	pc		
	Lead 0.5mm HB 12 x 60mm	1	tube		
	Marker pen broad - black	1	pc		
	Mechanical pencil 0.5	1	pc		
	Metal Marker	4	pc		
	Refill ink for permanent Marker - black 30mL	1	bottle		
	Refill ink for permanent Marker - blue 30mL	1	bottle		
	Refill ink for Whiteboard Marker - black 30mL	1	bottle		
	Refill ink for Whiteboard Marker - blue 30mL	1	bottle		
	Refill ink for Whiteboard Marker - red 30mL	1	bottle		
	Sign pen Refill - black 1.0	4	pc		
	Sign pen Refill - black 0.7	8	pc		
	Sign pen Refill - black 0.5	8	pc		
	Sign pen Refillable type - black 0.7	8	pc		
	Sign pen Refillable type - black 0.5	8	pc		
	Whiteboard marker - black	1	pc		
	Whiteboard marker - blue	1	pc		
	Whiteboard marker - red	1	pc		
	Foldback clip - 3/4" (19mm) 12pcs/box	1	box		
	Foldback clip - 1" (25mm) 12pcs/box	1	box		

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:

  
**ARLENE V. MERCADER**

Division Manager, Administrative

APPROVED BY:

  
**FRANCISCO R. ABELLANA**

General Manager



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	Foldback clip - 1 5/8" (41mm) 12pcs/box	1	box		
	Foldback clip - 2" (51mm) 12pcs/box	1	box		
	Foldback clip - 6/16" (15mm) 12pcs/box	1	box		
	Paper Clips big (vinyl coated)	1	box		
	Paper Clips small (vinyl coated)	1	box		
	Bondpaper US S20 - long	3	ream		
	Bondpaper US S20 - letter	3	ream		
	Bondpaper US S20 - A3	1	ream		
	Bondpaper US S20 - A4	1	ream		
	Envelope Brown - long	5	pc		
	Envelope Brown - short	5	pc		
	Expandable folder US - long	10	pc		
	Expandable folder US - short	10	pc		
	Fax Paper - 210 x 30	2	pc		
	Film Carbon - 216mm x 330mm	1	pc		
	Folder 14 pts - long	6	pc		
	Folder 14 pts - short	6	pc		
	Photopaper - A4 10pcs Glossy	1	pc		
	Record book 300 pages - hardbound	2	pc		
	Record book 500 pages - hardbound	2	pc		
	Stick Note Pad	2	pc		
	85N T0851/T0851N Epson - Black	3	pc		

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ITEM NO	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL AMOUNT
	85N T0852/T0852N Epson - Cyan	2	pc		
	85N T0853/T0853N Epson - Magenta	2	pc		
	85N T0854/T0854N Epson - Yellow	2	pc		
	85N T0855/T0855N Epson - Light Cyan	2	pc		
	85N T0856/T0856N Epson - Light Magenta	2	pc		
	Epson CIS Ink Refill - Black	3	pc		
	Epson CIS Ink Refill - Magenta	2	pc		
	Epson CIS Ink Refill - Yellow	2	pc		
	Epson CIS Ink Refill - Cyan	2	pc		
	Double sided tape 1"	2	pc		
	Double sided tape 1" foam type	2	pc		
	Masking Tape 2"	2	pc		
	Masking Tape 1" foam type	2	pc		
	Multipurpose Glue (130 gms)	2	bottle		
	Packaging Tape 2"	1	pc		
	Rubber Band No.16 - 350 gms.	1	box		
	Rubber Eraser - big	1	pc		
	Scotch tape white 1" (big roll)	2	pc		
	Scotch tape white 2" (big roll)	1	pc		
	Scotch tape white 3" (big roll)	1	pc		
	Stamp pad ink 500 ml	1	pc		
	Staple Wire #35 (26/6)	1	pc		

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	Correction Tape WH-605	2	pc		
	Fastener metal plastic coated	1	box		
	Refill of Plus Correction Tape WH-605 10s (double value pack)	1	box		
	Staple Max 50/50R	1	pc		

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