



**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.: 2017-03-073.1C

APPROVED BUDGET: P 21,612.70

PURPOSE : for Commercial Division office supplies for the 1st quarter

QUOTED BY:

PRINT AND SIGN NAME/POSITION

ITEM NO	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL AMOUNT
	Bond Paper (U.S.)S 20 (long)	5	ream		
	Marker White Board refillable type - Black	1	pc		
	Marker White Board refillable type - Blue	1	pc		
	Refill ink for permanent ink Black - 30ml	1	pc		
	Refill ink for permanent ink Blue - 30ml	1	pc		
	Bond Paper Colored Yellow (short)	1	ream		
	Bond Paper Colored Yellow (long)	7	ream		
	Highlighter	14	pc		
	Folder S 20 (long)	50	pc		
	Signpen refillable type - Black 1.0mm	3	pc		
	Signpen refill - Black 1.0mm	3	pc		
	Signpen refillable type - Black 0.5mm	2	pc		
	Ballpen - (Blue/Black) 0.5mm	25	pc		
	Clip Paper plastic coated (small)	2	box		
	Clip Foldback 1" (25mm) (12pcs/box)	2	box		
	Clip Foldback 2" (51mm) (12pcs/box)	2	box		
	Correction Tape WH-605	12	pc		
	Correction Tape refill WH-605 10/box (double pack)	1	box		
	Envelope brown (long)	12	pc		
	Eraser Pencil (Rubber) 12/box	2	box		
	Fastenersmetal plastic coated 4 1/2" (short)	4	box		
	Fastenersmetal plastic coated 6" (long)	2	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 GLAYZA 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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NOTICE TO PROCEED

REF. P.R. NO.: 2017-03-073.1C

APPROVED BUDGET: P 21,612.70

PURPOSE : for Commercial Division office supplies for the 1st quarter

QUOTED BY:

PRINT AND SIGN NAME/POSITION

ITEM NO	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL AMOUNT
	Record book 500 pages - hardbound	6	pc		
	Masking tape 1"	6	pc		
	Multi-purpose glue 130 grms.	6	pc		
	Pencil #2 HB with high quality top eraser (12 pc/box)	1	box		
	Photo paper - A4 10pcs/pack glossy water-proof	1	pack		
	Marker Broad-Black	3	pc		
	Marker Broad-Blue	3	pc		
	Push Pins	1	box		
	Rubber band no. 16 - 350 grms	1	box		
	Stamp Pad	4	pc		
	Stamp Pad Ink 500ml	1	bot		
	Staple wire #35	4	box		
	Tape Double Sided 1"-foam type	2	pc		
	Tape Scotch 1" x 50m	6	pc		
	Metal Triple Tray	1	pc		
	Clip Paper vinyl coated No. 50 (big)	2	box		
	Folder Expandable US (long)	15	pc		
	Water Proof Pen	24	pc		
	Clipboard (long)	12	pc		
	Continuous forms (11 x 9 1/2) S 20 1 ply	1	box		
	Continuous forms (11x14.78) S 20 1 ply	1	box		
	Bond Paper (U.S.) S 20 (short)	5	ream		

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REQUESTED BY:

  
**JENN GLAITZA C. GALLEGO**

Indus. Rel. Mgmt. Officer B.

RECOMMENDING APPROVAL:

  
**ARLENE V. MERCADER**

Division Manager, Administrative

APPROVED BY:


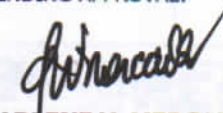

  
**FRANCISCO R. ABELLANA**

General Manager

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ITEM NO	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL AMOUNT
	FX 2175 Printer Ribbon	3	unit		
	Epson Black - T6641	14	unit		
	Epson Cyan - T6642	10	unit		
	Epson Magenta - T6643	5	unit		
	Epson Yellow - T6644	5	unit		

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