

**REQUEST FOR QUOTATION**

NAME & TEL/FAX NO. OF SUPPLIER

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

WITH PRODUCT BROCHURE

DEADLINE FOR SUBMISSION(DATE/TIME)

April 04, 2017

CANVASS OPENING DATE/TIME

April 05, 2017 8:00 AM

DELIVERY REQUIREMENT WITHIN 7

CALENDAR DAYS FROM RECEIPT OF APPROVED NOTICE TO PROCEED

REF. P.R. NO.:

2017-03-076

APPROVED BUDGET: P

20,000.00

PURPOSE : For TCWD 15th Anniversary Celebration

QUOTED BY:

PRINT AND SIGN NAME/POSITION

| ITEM NO | DESCRIPTION                   | QUANTITY | UNIT | UNIT PRICE | TOTAL AMOUNT |
|---------|-------------------------------|----------|------|------------|--------------|
|         | CATERING SERVICES- Pack Lunch | 100      | 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 GLAZA C. GALLEGO**

Indus. Rel. Mgmt. Officer B.

RECOMMENDING APPROVAL:

for:   
**ARLENE V. MERCADER**

Division Manager, Administrative

APPROVED BY:

  
**FRANCISCO R. ABELLANA**

General Manager