



**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)

May 08, 2017

CANVASS OPENING DATE/TIME

May 09, 2017 8:00 AM

DELIVERY REQUIREMENT WITHIN 7

CALENDAR DAYS FROM RECEIPT OF APPROVED NOTICE TO PROCEED

REF. P.R. NO.: 2017-04-084

APPROVED BUDGET: P 8,654.00

PURPOSE : For Engg And Construction (project Office) Div Office Supplies (1st Quarter)

QUOTED BY:

PRINT AND SIGN NAME/POSITION

ITEM NO	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL AMOUNT
	85N T0851/T0851N Epson - Black	8	pcs		
	85N T0852/T0852N Epson - Cyan	2	pcs		
	85N T0853/T0853N Epson - Magenta	2	pcs		
	85N T0854/T0854N Epson - Yellow	1	pcs		
	Masking Tape 1" foam type	2	pcs		
	Lead 0.5mm HB 12x60mm	1	tube		
	Refill ink for Whiteboard Marker-black 30 ml	1	bot		
	Refill ink for Whiteboard Marker - blue 30ml	1	bot		
	Refill ink for Whiteboard Marker - red 30ml	1	bot		
	Foldback clip- 6/16 (15mm) 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 GLAZA C. GALLEGO**

Indus. Rel. Mgmt. Officer B.

RECOMMENDING APPROVAL:

**ARLENE V. MERCADER**

Division Manager, Administrative

APPROVED BY:

**FRANCISCO R. ABELLANA**

General Manager