



CITY WATER DISTRICT

Terminal Bldg., Baybay L. Talaga City
Nos. 4378544, 438533 Fax: (032)4679449

Date: October 18, 2017

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)

NOV 13 2017

CANVASS OPENING DATE/TIME

NOV 14 2017 8:00 AM

DELIVERY REQUIREMENT WITHIN 7CD CALENDAR DAYS FROM RECEIPT OF APPROVED NOTICE TO PROCEED

REF. P.R. NO.: 2017-10-163 APPROVED BUDGET: P 34,000.00

PURPOSE: for Repair/Improvement of Project Office (Re-canvass)

QUOTED BY:

PRINT AND SIGN NAME/POSITION

ITEM NO	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL AMOUNT
	1 set - 2 Person Working Station with 2 pc Umobile Pedestal Technical Specs: -Adjustable Leg Partition and wire organiser -With included 2pc-Umobile pedestal with following specs: *3 drawer mobile cabinet with central locking system aluminum powder coated with organiser and plastic dividers inside very smooth & silent push/pull drawer slide *see attached picture and size -Aluminum frame partition - powder coated 1mm thick - Biege Color Fabric finish partition with included color swatch to choose from	1	lot		

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. GALLEG0

Indus. Rel. Mgmt. Officer B.

RECOMMENDING APPROVAL:

MARY DESIREE A. CABANTE

BAC Chairman

ARLENE V. MERCADER

Division Manager, Administrative

APPROVED BY:

FRANCISCO R. ABELLANA

General Manager