



TOLEDO CITY WATER DISTRICT
 2nd Flr., Terminal Bldg., Baybay I, Toledo City
 Tel. Nos.(032)4678544, 4678533 Fax:(032)4679449

Date : **February 22, 2018**

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)

CANVASS OPENING DATE/TIME

MAR 12 2018
MAR 13 2018

8:00 AM

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

REF. P.R. NO.: 2018-02-024 APPROVED BUDGET: P 24,300.00

PURPOSE : Office use (Human Resource Section)

QUOTED BY:

PRINT AND SIGN NAME/POSITION

ITEM NO	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL AMOUNT
	All-In-One CIS Printer	1	pc		
	1 Terabyte External Hard disk drive with enclosure good quality	1	pc		
	2 Terabyte External Hard disk drive with enclosure good quality	1	pc		
	Thermal Fax Machine with automatic paper cutter- good quality with memory	1	pc		

POSTED

PHILGEPS REF No. _____

BY. _____ DATE: _____

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:

MARY DESIREE A. CABANTE

BAC Chairman

ARLENE V. MERCADER

Division Manager, Administrative

APPROVED BY:

FRANCISCO R. ABELLANA