



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

Date : September 17, 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)

September 21, 2018 12:00 PM

CANVASS OPENING DATE/TIME

September 21, 2018 1:00 PM

DELIVERY REQUIREMENT WITHIN 3 CALENDAR DAYS FROM RECEIPT OF APPROVED NOTICE TO PROCEED

REF. P.R. NO.: 2018-09-076 APPROVED BUDGET: P 16,000.00

PURPOSE : RISK MANAGEMENT TRAINING ON SEPTEMBER 24-25, 2018

QUOTED BY:

PRINT AND SIGN NAME/POSITION

ITEM NO	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL AMOUNT
	CATERING SERVICES - 1 ROUND OF RICE SOFTDRINKS 3 MAIN COURSES DESSERT and VENUE w/in Toledo City	32	PAX	280.00	9,600.00
	AM and PM SNACKS	32	PAX	200.00	6,400.00
					16,000.00

**POSTED**  
 PHILGEPS REF No. 9640692  
 BY: [Signature] DATE: 9/17/18

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:

[Signature]  
**JENN GLAIZA C. GALLEGO**  
 Indus. Rel. Mgmt. Officer B.

RECOMMENDING APPROVAL:

[Signature]  
**MARY DESIREE A. CABANTE**  
 BAC Chairman  
[Signature]  
**ARLENE V. MERCADER**  
 Division Manager, Administrative

APPROVED BY:

[Signature]  
**FRANCISCO R. ABELLANA**  
 General Manager