



**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 12, 2017

CANVASS OPENING DATE/TIME

September 13, 2017 8:00 AM

DELIVERY REQUIREMENT WITHIN **7CD**

CALENDAR DAYS FROM RECEIPT OF APPROVED NOTICE TO PROCEED

REF. P.R. NO.: **2017-08-140**

APPROVED BUDGET: P **96,716.20**

PURPOSE : For Office use (3rd Quarter)

QUOTED BY:

PRINT AND SIGN NAME/POSITION

ITEM NO	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL AMOUNT
	Ballpen - Black 0.5mm	99	pc		
	Ballpen - Blue 0.5mm	24	pc		
	Ballepn - Green 0.5mm	2	pc		
	Sign Pen refill - Black 0.4mm	4	pc		
	Sign Pen refill - Black 0.5mm	20	pc		
	Sign Pen refill - Green 0.5mm	3	pc		
	Sign Pen refill - Blue 0.5mm	39	pc		
	Sign Pen refill - Black 0.7mm	28	pc		
	Sign Pen refill - Black 1.0mm	27	pc		
	Sign Pen refillable type - Black 1.0mm	4	pc		
	Sign Pen refillable type - Green 0.5mm	2	pc		
	Sign Pen refillable type - Purple 0.5mm	7	pc		
	Sign Pen refillable type - Black 0.7mm	8	pc		
	Sign Pen refillable type - Black 0.5mm	13	pc		
	Pencil #2 HB with high quality top eraser	3	pc		
	Rubber Eraser big	3	pc		
	Bondpaper US S20 - Short	25	ream		
	Bondpaper US S20 - Long	15	ream		
	Bondpaper US S20 - A4	11	ream		
	Bondpaper US S20 - A3	1	ream		
	Bondpaper Local S20 Class A - Long	15	ream		
	Bondpaper Local S20 Class A - Short	15	ream		
	Bondpaper Colored blue - Long	1	ream		
	Bondpaper Colored pink - long	7	ream		
	Bondpaper Colored pink - short	10	ream		

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.
- 7) Send quotation to toledocitywaterdistrict@gmail.com 467-8544 loc.124 / 467-9449

REQUESTED BY:

**JENN GLAIZA C. GALLEG0**

Indus. Rel. Mgmt. Officer B.

RECOMMENDING APPROVAL:

BAC Chairman

**ARLENE V. MERCADER**

Division Manager, Administrative

APPROVED BY:

**FRANCISCO R. ABELLANA**

General Manager

**TOLEDO CITY WATER DISTRICT**

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

Date : September 04, 2017

**REQUEST FOR QUOTATION**

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ITEM NO	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL AMOUNT
	Bondpaper Colored green - short	10	ream		
	Bondpaper Colored Green - Long	6	ream		
	Bondpaper Colored Yellow - Short	10	ream		
	Bondpaper Colored Yellow - Long	10	ream		
	Specialty Board - 8 1/2 x 11 200-220gsm white short	5	pack		
	Specialty Board - 8 1/2 x 13 200-220gsm white long	4	pack		
	White Board Marker - blue	2	pc		
	White Board Marker - red	1	pc		
	Sticker Paper Matte A4	1	pack		
	Photopaper - A4 10s Glossy waterproof	1	pack		
	Folder 14 pts - Long	96	pc		
	Folder 14 pts - Short	25	pc		
	Expandable Folder US - Long	24	pc		
	Expandable Folder US - Short	10	pc		
	Brown Envelope Long	17	pc		
	Brown Envelope Short	5	pc		
	Fax Paper - 210 x 30	2	pc		
	Multipurpose Glue (130grams)	5	pc		
	Fastener metal plastic coated 4 1/2"	10	box		
	Fastener metal plastic coated 6"	3	box		
	Fastener metal plastic coated 8 1/2"	9	box		
	Stamp Pad	5	pc		
	Clip Board (Long)	24	pc		
	Foldback Clip - 2" (51mm) (12pcs/box)	3	box		
	Paper Clips small ( Vinyl coated)	5	box		

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ITEM NO	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL AMOUNT
	Scotch Tape white 1"x50m	12	pc		
	Scotch Tape white 2"	6	pc		
	Scotch Tape white 3"x35m	1	pc		
	Double sided tape 1"	7	pc		
	Masking Tape 2"	9	pc		
	Double sided Tape 1" Foam type	2	pc		
	Packaging Tape 2"	1	pc		
	Staple wire #35 (26/6)	10	box		
	White Board Marker - black	7	pc		
	Journal / Notebook	1	pc		
	Padding Glue	2	bot		
	Adding Machine Ribbon	1	pc		
	Adding Machine Tape	4	pc		
	Continuous Form 11x 9 1/2 S20 1 ply	1	box		
	Continuous Form 11x14 7/8	6	box		
	Push Pins	1	box		
	Rubber band	5	box		
	Alcohol 500ml 70% solution	12	pc		
	85N T0851/T0851N Epson - Black	3	pc		
	85N T0852/T0852N Epson - Cyan	2	pc		
	85N T0853/T0853N Epson - Magenta	2	pc		
	85N T0854/T0854N Epson - Yellow	2	pc		
	85N T0855/T0855N Epson - Light Cyan	2	pc		
	85N T0856/T0856N Epson - Light Magenta	2	pc		
	Imaging Unit- Develop Injeo Model 164	1	unit		

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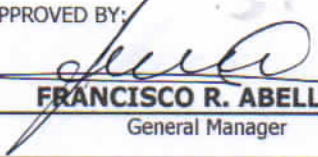
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	Tonier Copier - Develop Ineo Model 164	2	unit		
	Risograph KS 800 - Master	1	unit		
	Risograph KS 800 - Ink Black	1	unit		
	Printer Ribbon Epson FX2175	13	pc		
	Printer Ribbon Epson LX310	15	pc		
	Printer Toner Samsung ML1640	1	pc		
	Metal Marker	4	pc		
	Shoe Lace (pair)	10	pc		
	Rechargeable Battery AAA	1	pack		

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