



PROCUREMENT DEPARTMENT

Corporate Office Bldg., Clark Civil Aviation Complex, Clark Freeport Zone, Pampanga
Telefax Nos.: (045) 599-2888, loc. 710, 711

REQUEST FOR QUOTATION

Gentlemen:

Please quote below your lowest price(s) for the following item(s) and return this form in a sealed envelope to Procurement Division not later than _____

It is understood that:

1. Your quoted price(s) are good up to : _____.
2. Items shall be delivered within _____ working days upon receipt of the Purchase Order.
3. Payment to be made within _____ calendar days upon completion of delivery.
4. CIAC reserves the right to reject any or all items not in accordance with the specifications.

**NO VAT SHALL BE IMPUTED ON THE COST
OF THE ITEMS PER BIR RULING # 048-95**

Very truly yours,
CLARK INTERNATIONAL AIRPORT CORPORATION

Arthur Z. Galang
Purchasing Officer

Note: No erasures allowed.

Item	Qty	Unit	Articles/Descriptions	Unit	Total Amount
1	60	box	PAPER CLIPS, Vinyl coated, 48mm (Jumbo)		
2	60	box	PAPER CLIPS, Vinyl coated, 32mm (Normal)		
3	50	box	PAPER FASTENER, Plastic		
4	30	pc	RECORD BOOK, 500pp		
5	100	pc	RECORD BOOK, 300pp		
6	100	roll	RING BINDER, 1/2" x 44" (12mm x 1.2m) S		
7	100	roll	RING BINDER, 3/4" x 44" (19mm x 1.2m) M		
8	100	roll	RING BINDER, 1" x 44" (24mm x 1.2m) L		
9	50	box	RUBBER BAND, Ordinary		
10	50	roll	TAPE, Transparent / Scotch, 1" (24mm)		
11	50	pad	POST IT , Notepad Arrow		
12	60	pc	SIGN PEN, Hi - Techpoint V10 grip , Black, 1.00mm		
13	50	pc	Correction Tape		
14	20	pack	Specialty Board Vellum, white, short /A4 size		
15	36	pc	SIGN PEN V5 HIGH TECHPOINT, COLOR VIOLET		
16	5	pack	ACETATE, Transparency Film, A4		
17	360	pc	BALLPEN, Black		
18	50	box	BINDER CLIPS, Double Clips, Backfold, 3/4" (18mm), Black		
19	30	box	BINDER CLIPS, Double Clips, Backfold, 1" (24mm), Black		
20	30	box	BINDER CLIPS, Double Clips, Backfold, 1-1/4" (32mm), Black		
21	30	box	BINDER CLIPS, Double Clips, Backfold, 2" (48mm), Black		
22	100	pc	BINDER SLIDES, Assorted colors, A4 size		
23	100	pc	BINDER SLIDES, Assorted colors , size: Long 8-1/2" x 13"		
24	20	pack	CARBON PAPER, Long		
25	100	pc	CD RECORDABLE, w/ case		
26	20	pc	COLUMNAR BOOK, 8 columns		
27	100	pc	DVD RECORDABLE, w/ case		
28	30	pc	ERASER, Pencil		
29	20	pc	ERASER, Whiteboard / Blackboard		
30	300	pc	EXPANDING ENVELOPE, w/ garter		
31	30	box	INDEX TABS, Clear		
32	30	pack	MARKER, Flourescent (Highlighter)		
33	60	pack	MARKING PEN, Permanent, Black		
34	50	pack	MOROCCO BOARD, Specialty, A4		
35	20	pack	MOROCCO BOARD, Specialty, Long		
36	50	pad	NOTE PAD, Post-It, 3x3		
37	50	pad	NOTE PAD, Post-It, 3x4		
38	10	rolls	ADDING MACHINE PAPER, for Electric Calculator / Adding Machine		
39	20	pc	BATTERY, Alkaline 9V		

40	50	pack	BATTERY, Alkaline, AA (2 pcs per pack)		
41	70	pack	BATTERY, Alkaline AAA (2 pcs per pack)		
42	5	pc	BATTERY, Alkaline D		
43	5	box	CONTINUOUS FORM, 11" x 9-1/2", 1-ply, 70gsm to 80 gsm		
44	10	pack	CUTTER BLADE, S500		
45	5	ream	PAPER, PPC / Book / Multicopy, A3, 80gsm		
46	100	ream	PAPER, PPC / Book / Multicopy, A4, 80gsm		
47	250	ream	PAPER, PPC / Book / Multicopy, A4, 70gsm		
48	10	pack	PAPER, Linen / Parchment, A4		
49	10	pad	PAPER, Ruled, White / Yellow		
50	5	pack	SCREW, Metal, 3"		
51	10	bottle	STAMP PAD INK, Red		
52	10	bottle	STAMP PAD INK, Violet / Purple		
53	100	box	STAPLE WIRE, #35, 26/6, Max		
54	10	box	STAPLE WIRE, 23/13, Etona		
55	10	pc	PUNCHER, 2-hole		
56	20	pc	RULER, Plastic, 12"		
57	20	pc	SCISSORS, 6"		
58	5	pc	SHARPENER, Heavy Duty		
59	10	pc	STAMP PAD, w/o ink		
60	10	pc	STAPLER, w/ staple wire remover, Max		
61	50	pc	STORAGE BOX, 12" x 10" x 15"		
62	7	pc	TAPE DISPENSER, for 1" Tape		
63	10	pack	FOLDER, Thermal Binder folder A4 size		
64	10	pack	BINDER RING, Double Loop Ring A4 size, 8mm		
65	10	pack	BINDER RING, Double Loop Ring A4 size, 10mm		
66	10	pc	BINDER, 3-ring, Portrait		
67	30	pc	BINDER, Document File (Archfile), Landscape, 3" x 9" x 15"		
68	20	pc	BINDER, Document File (Archfile), Portrait, 3" x 14" x 11"		
69	5	pc	CALCULATOR, Electronic, 12-digit		
70	10	pc	CLEARBOOK, 50 sheets, Legal Size		
71	10	pc	CLIPBOARD, Plastic		
72	5	pc	CUTTER, Heavy Duty		
73	50	pc	DATA FILE BOX, File Holder, 9" x 15" x 14"		
74	5	pc	FILE TRAY, 2-layers, Plastic		
75	10	pc	FLASH DRIVE, 4gb / 16gb		
76	6	pack	FOLDER, Looseleaf		
77	1,500	pc	FOLDER, Tagboard, Long		
78	500	pc	FOLDER, Tagboard, Short		
			nothing follows		

Date: _____

Name/Designation : _____

Signature : _____

Name of Company : _____

Address & Tel. No. : _____