PrD-F-002 Rev. 0

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. The following Documentary Requirements shall be submitted to the Procurement Department prior to payment: (depending on the Mode of Procurement).
5. 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
CANVASSER

Note: No erasures allowed.

Item	Qty	Unit	Articles/Descriptions	Unit	Total
					Amount
1	50	pack	BATTERY, Alkaline, AA (2 pcs per pack)		
2	50	pack	BATTERY, Alkaline AAA (2 pcs per pack)		
3	10	pc	BATTERY, Alkaline C		
4	10	pack	SCREW, Metal, 3"		
5	50	pc	DATA FILE BOX, File Holder, 9" x 15" x 14"		
6	300	pc	FOLDER, Expanding, Pressboard, Long, Green		
7	1000	pc	FOLDER, Tagboard, Long		
8	15	pc	STAPLER, w/ staple wire remover, Max		
9	50	pc	STORAGE BOX, 12" x 10" x 15"		
10	5	pc	TAPE DISPENSER, for 1" Tape		
11	10	pack	ACETATE, Transparency Film, A4		
12	360	pc	BALLPEN, Black		
13	240	pc	BALLPEN, Blue		
14	30	box	BINDER CLIPS, Double Clips, Backfold, 1-1/4" (32mm), Black		
15	10	pack	CARBON PAPER, Long		
16	200	pc	EXPANDING ENVELOPE, w/ garter		
17	20	pc	GLUE, all purpose		
18	20	box	PAPER CLIPS, Vinyl coated, 32mm (Normal)		
19	100	pc	RECORD BOOK, 300pp		
20	50	box	RUBBER BAND, Ordinary		
21	120	pc	SIGN PEN, Black, 0.5		
22	120	pc	SIGN PEN, Blue, 0.5		
23	36	pc	SIGN PEN, Red, 0.5		
24	60	pc	SIGN PEN, Black, 1.00mm		
25	50	pad	POST IT , Notepad Arrow		
26	30	pack	SPECIALTY BOARD VELLUM, WHITE SHORT/A4 SIZE		
			NOTHING FOLLOWS		
			2ndQ consumables 2018		

Date: _____

Name/Designation : _____
Signature : _____
Name of Company : _____
Address & Tel. No. : _____