



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:

- Your quoted price(s) are good up to : _____.
- Items shall be delivered within _____ working days upon receipt of the Purchase Order.
- Payment to be made within _____ calendar days upon completion of delivery.
- The following Documentary Requirements shall be submitted to the Procurement Department prior to payment: (depending on the Mode of Procurement).
- 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 Cost	Total Amount
1	pack	5	ACETATE, Transparency Film, A4 size		
2	pc	360	BALLPEN, Black		
3	pc	240	BALLPEN, Blue		
4	pc	180	BALLPEN, Red		
5	box	50	BINDER CLIPS, Double Clips, Backfold, 3/4" (18mm), Black		
6	box	30	BINDER CLIPS, Double Clips, Backfold, 1" (24mm), Black		
7	box	30	BINDER CLIPS, Double Clips, Backfold, 1 1/4" (32mm), Black		
8	box	20	BINDER CLIPS, Double Clips, Backfold, 2" (48mm), Black		
9	pc	300	BINDER SLIDES, Black / Assorted colors, A4 size		
10	pc	500	BROWN ENVELOPE, Documentary, A4		
11	pc	1000	BROWN ENVELOPE, Documentary, Long		
12	pack	20	CARBON PAPER, Long		
13	pc	15	CORRECTION PEN, 7ml, fast drying		
14	pc	10	ERASER, Whiteboard / Blackboard		
15	pc	50	GLUE, all purpose		
16	box	20	INDEX TABS, Clear		
17	pc	120	MARKING PEN, Permanent, Black		
18	pc	60	MARKING PEN, Permanent, Blue		
19	pc	60	MARKING PEN, Permanent, Red		
20	pc	60	MARKING PEN, Whiteboard, Black		
21	pc	10	BINDER, 3-ring, Portrait		
22	pc	30	BINDER, Document File (Archfile), Landscape, 3" x 9" x 15"		
23	pc	30	BINDER, Document File (Archfile), Portrait, 3" x 14" x 11"		
24	pc	10	CLIPBOARD, Plastic		
25	pc	10	CUTTER, Heavy Duty		
26	pc	50	DATA FILE BOX, File Holder, 9" x 15" x 14"		
27	pc	10	FILE TRAY, 2-layers, Plastic		
28	pc	300	FOLDER, Expanding, Pressboard, Long, Green		
29	pack	10	FOLDER, Looseleaf		
30	pc	1000	FOLDER, Tagboard, Long		
31	pc	300	FOLDER, Tagboard, A4 size		
32	pc	20	RULER, Plastic, 12"		
33	pc	10	STAMP PAD, w/o ink		
34	pc	20	STAPLER, w/ staple wire remover, Max		
35	pc	30	STORAGE BOX, 12" x 10" x 15"		
36	pc	10	TAPE DISPENSER, for 1" Tape		
37	pc	10	BATTERY, Alkaline 9V		
38	pack	50	BATTERY, Alkaline, AA (2 pcs per pack)		
39	pack	50	BATTERY, Alkaline AAA (2 pcs per pack)		
40	pc	10	BATTERY, Alkaline D		
41	roll	1	LAMINATING FILM, 305mm x 100m, 250 microns		
42	pack	10	PAPER, S041061, Photoquality, 102gsm		
43	ream	10	PAPER, PPC / Book / Multicopy, A3, 80gsm		
44	ream	100	PAPER, PPC / Book / Multicopy, A4, 80gsm		
45	pack	10	PAPER, Linen / Parchment, A4		
46	pad	10	PAPER, Ruled, White / Yellow		
47	pack	10	SCREW, Metal, 3"		
48	box	300	STAPLE WIRE, #35, 26/6, Max		
49	pc	60	MARKING PEN, Whiteboard, Blue		
50	pc	60	MARKING PEN, Whiteboard, Red		
51	pack	100	MOROCCO BOARD, Specialty, A4		
52	pack	20	MOROCCO BOARD, Specialty, Long		
53	box	30	PAPER FASTENER, Plastic		
54	box	100	RUBBER BAND, Ordinary		
55	pc	180	SIGN PEN, Black, 0.5		
56	pc	120	SIGN PEN, Blue, 0.5		
57	pc	120	SIGN PEN, Red, 0.5		
58	pack	20	STICKER PAPER, White, A4		
59	roll	30	TAPE, Packaging, 2" (48mm)		
60	pad	50	POST IT, Notepad Arrow		
			nothing follows		
			4thQ 2018		

Date: _____

Name/Designation : _____

Signature : _____

Name of Company : _____

Address & Tel. No. : _____