



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
CLARK INTERNATIONAL AIRPORT CORPORATION
ISO 9001:2008 CERTIFIED Certificate No. 01 100 096505



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:

- 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	pc	5	CALCULATOR, Electronic, 12-digit		
2	pc	20	DATA FILE BOX, File Holder, 9" x 15" x 14"		
3	pc	5	FILE TRAY, 2-layers, Plastic		
4	pc	300	FOLDER, Expanding, Pressboard, Long, Green		
5	pack	13	FOLDER, Looseleaf (1 pack = 50pcs)		
6	pc	500	FOLDER, Tagboard, Long, 8-1/2" x 13"		
7	pc	500	FOLDER, Tagboard, A4 size		
8	pc	20	SCISSORS, 6", heavy Duty		
9	pc	10	STAPLER, w/ staple wire remover, Max		
10	pack	50	BATTERY, Alkaline, AA (2 pcs per pack)		
11	pack	50	BATTERY, Alkaline AAA (2 pcs per pack)		
12	pack	10	Photo Paper, Photoquality, 102gsm		
13	pack	200	PAPER, PPC / Book / Multicopy, 8-1/2" x 13", Long, 80gsm		
14	ream	150	PAPER, PPC / Book / Multicopy, A4, 80gsm		
15	pack	100	PAPER, Linen / Parchment, A4		
16	pack	3	SCREW, Metal, 3"		
17	box	200	STAPLE WIRE, #35, 26/6, Max		
18	pack	10	ACETATE, Transparency Film, A4		
19	pc	360	BALLPEN, Black		
20	box	20	BINDER CLIPS, Double Clips, Backfold, 1-1/4" (32mm), Black		
21	box	30	BINDER CLIPS, Double Clips, Backfold, 2" (48mm), Black		
22	pc	200	BINDER SLIDES, Assorted colors, A4 size		
23	pc	500	BROWN ENVELOPE, Documentary, A4		
24	pc	500	BROWN ENVELOPE, Documentary, Long		
25	pc	10	ERASER, Whiteboard / Blackboard		
26	pc	20	GLUE, all purpose		
27	pack	20	INDEX CARD, 5" x 8"		
28	pack	50	MOROCCO BOARD, Specialty, A4		
29	pad	24	NOTE PAD, Post-It, 3x3		
30	pad	24	NOTE PAD, Post-It, 3x4		
31	box	20	PAPER FASTENER, Plastic		
32	pc	30	RECORD BOOK, 500pp		
33	pc	100	RECORD BOOK, 300pp		
34	roll	100	RING BINDER, 3/4" x 44" (19mm x 1.2m) M		
35	roll	100	RING BINDER, 1" x 44" (24mm x 1.2m) L		
36	roll	30	RING BINDER, 2" x 44" (48mm x 1.2m) XXL		
37	box	150	RUBBER BAND, Ordinary		
38	pc	240	SIGN PEN, Black, 0.5		
39	pc	180	SIGN PEN, Blue, 0.5		
40	pc	60	SIGN PEN, Red, 0.5		
41	roll	30	TAPE, Packaging, 2", clear (48mm)		
42	pad	50	POST IT, Notepad Arrow		
43	pc	48	SIGN PEN, Hi - Techpoint V10 grip, Black, 1.00mm		
44	pc	50	Correction Tape		
			nothing follows		
			1stQ 2019		

Date: _____

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