



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

\_\_\_\_\_  
CANVASSER

Note: No erasures allowed.

Item	Qty	Unit	Articles/Descriptions	Unit	Total
				Cost	Amount
1	180	pc	BALLPEN, Black		
2	180	pc	BALLPEN, Blue		
3	20	pc	COLUMNAR BOOK, 8 columns		
4	100	pc	EXPANDING ENVELOPE, w/ garter		
5	20	box	INDEX TABS, Clear		
6	30	pack	MARKER, Fluorescent (Highlighter) 1 pack = 3pcs		
7	30	pack	MOROCCO BOARD, Specialty, A4		
8	12	pad	NOTE PAD, Post-It, 3x3		
9	12	pad	NOTE PAD, Post-It, 3x4		
10	20	box	PAPER FASTENER, Plastic		
11	60	pc	SIGN PEN, Black, 0.5		
12	60	pc	SIGN PEN, Blue, 0.5		
13	12	roll	TAPE, Packaging, 2", clear (48mm)		
14	50	roll	TAPE, Transparent / Scotch, 1" (24mm)		
15	30	pad	POST IT, Notepad Arrow		
16	50	pc	Correction Tape, 5mm X 8mm, (brand: joy)		
17	15	pc	BINDER, Document File (Archfile), Portrait 3" x 14" x 11"		
18	10	pc	FLASH DRIVE, USB		
19	100	pc	FOLDER, Expanding, Pressboard, Long		
20	20	pc	SCISSORS, 6", heavy Duty		
21	10	pc	STAMP PAD, w/o ink		
22	5	pc	TAPE DISPENSER, for 1" Tape		
23	10	pc	STAPLER, w/ staple wire remover, Max		
24	20	pack	BATTERY, Alkaline, AA (2 pcs per pack)		
25	20	pack	BATTERY, Alkaline AAA (2 pcs per pack)		
26	10	pack	Photo Paper, Photoquality, 102gsm		
27	50	pack	PAPER, PPC / Book / Multicopy, 8-1/2" x 13", Long, 80gsm		
28	50	ream	PAPER, PPC / Book / Multicopy, A4, 80gsm		
29	10	pad	PAPER, Ruled, White / Yellow		
30	12	pc	STAMP PAD INK, Black		
31	12	pc	STAMP PAD INK, Blue		
32	12	pc	STAMP PAD INK, Violet		
33	150	box	STAPLE WIRE, #35, 26/6, Max		
34	20	pc	PRINTER DESKIET 1110 - BLACK #680		
36	2	box	PHOTOCOPIER TONER, Sharp, MX - 312ft, for Ptd use		
37	2	box	Printer Toner TN-261 Black, for Brother HL 3150CDN		
38	4	box	Printer Toner TN-261 Cyan, for Brother HL 3150CDN		
39	6	box	Printer Toner TN-261 Yellow, for Brother HL 3150CDN		
40	6	box	Printer Toner TN-261 Magenta, for Brother HL 3150CDN		
			***nothing follows***		

Date: \_\_\_\_\_

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