



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

CANVASSER

Note: No erasures allowed.

Item	Qty	Unit	Articles/Descriptions	Unit	Total
				Cost	Amount
1	24	pc	BINDER, Document File (Archfile), Landscape, 3" x 9" x 15"		
2	12	pc	BINDER, Document File (Archfile), Portrait, 3" x 14" x 11"		
3	20	pc	CLIPBOARD, Plastic		
4	5	pc	CUTTER, Heavy Duty		
5	10	pc	FLASH DRIVE, 4gb / 16gb		
6	6	pack	FOLDER, Looseleaf		
7	500	pc	FOLDER, Tagboard, Long		
8	10	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	5	pack	ACETATE, Transparency Film, Long, (size 8-1/2" x 13"/215.9mm X 279.4 mm)		
12	360	pc	BALLPEN, Black		
13	30	box	BINDER CLIPS, Double Clips, Backfold, 1-1/4" (32mm), Black		
14	20	pc	COLUMNAR BOOK, 8 columns		
15	30	box	INDEX TABS, Clear		
16	30	pack	MARKER, Fluorescent (Highlighter)		
17	50	pack	MOROCCO BOARD, Specialty, A4, 210 x 297 millimetres		
18	30	box	INDEX TABS, Clear		
20	84	pc	MARKING PEN, Whiteboard, Black		
21	50	pack	MOROCCO BOARD, Specialty, A4, 210 x 297 millimetres		
22	24	pad	NOTE PAD, Post-it, 3x3		
23	30	pad	NOTE PAD, Post-it, 3x4		
24	60	box	PAPER CLIPS, Vinyl coated, 48mm (Jumbo)		
25	60	box	PAPER CLIPS, Vinyl coated, 32mm (Normal)		
26	100	roll	RING BINDER, 1/2" x 44" (12mm x 1.2m) S		
27	100	roll	RING BINDER, 3/4" x 44" (19mm x 1.2m) M		
28	100	roll	RING BINDER, 1" x 44" (24mm x 1.2m) L		
29	50	box	RUBBER BAND, Ordinary		
30	240	pc	SIGN PEN, Black, 0.5		
31	180	pc	SIGN PEN, Blue, 0.5		
32	60	pc	SIGN PEN, Red, 0.5		
33	60	roll	TAPE, Masking, 1" (24mm)		
34	200	roll	TAPE, Transparent / Scotch, 1" (24mm)		
35	20	pad	POST IT, Notepad Arrow		
36	70	pc	Correction Tape		
37	24	pc	SIGN PEN V5 HIGH TECHPOINT, COLOR VIOLET		
38	24	pack	BATTERY, Alkaline, AA		
39	24	pack	BATTERY, Alkaline AAA		
40	5	box	CONTINUOUS FORM, 11" x 9-1/2", 1-ply, 80gsm		
41	150	ream	PAPER, PPC / Book / Multicopy, A4, 80gsm		
42	10	pack	PAPER, Linen / Parchment, A4 (1 pack = 100sheets)		
43	6	pack	SCREW, Metal, 3"		
44	12	bottle	STAMP PAD INK, Black		
45	12	bottle	STAMP PAD INK, Blue		
46	12	bottle	STAMP PAD INK, Violet / Purple		
47	100	box	STAPLE WIRE, #35, 26/6, Max		
			nothing follows		

Date: _____

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