



**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

**MICHAEL L. CEÑA**

CANVASSER

Note: No erasures allowed.

Item	Qty	Unit	Articles/Descriptions	Unit	Total
				Cost	Amount
	1	lot	<b>POSTAGE &amp; DELIVERIES</b>		
			To acquire service provider to assist the CIAC/RMO with courier services for a period of one (1) year. This will include documentation and/or parcels to and from.		
			*Clark Freeport Zone and Regional Deliveries		
			*CIAC Board of Directors		
			*CIAC Client & Stakeholders Destinations		
			To provide a courier service nationally & abroad on an ad hoc basis to accommodate door-to-door delivery of documents, parcels or other materials		
			To assist with overnight services where required or applicable		
			To provide competitive industry rates		
			To provide a tracking system for all courier services and to provide assistance thereof via a 24 hour call centre		
			To provide all stationery requirements inclusive of		
			* Waybills		
			* Fragile labels		
			* Courier bags		
			* Courier envelopes		
			* Tracking labels		

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

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