



PROCUREMENT DIVISION

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 to Procurement Division not later than _____

It is understood that:

1. Your quoted price(s) are good up to : **30 days VAT Inclusive**
2. Items shall be delivered within **7** working days upon receipt of the Purchase Order.
3. Payment to be made within **30** 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.

Very truly yours,
 CLARK INTERNATIONAL AIRPORT CORPORATION

Wilbern D. Ramos

CANVASSER

Note: No erasures allowed.

Item	Qty	Unit	Articles/Descriptions	Unit	Total
				Cost	Amount
1	20	box	STAPLE WIRE #35, 26/6, Max		
2	10	pc	BINDER Document File (Archfile), Landscape 3" x 9" x 15"		
3	50	pc	DATA FILE BOX File Holder, 9" x 15" x 14"		
4	15	pc	FILE TRAY 2-layers, Plastic		
5	500	pc	FOLDER Expanding, Pressboard, Long, Green		
6	100	pc	STORAGE BOX, 12" x 10" x 15"		
7	10	pack	ACETATE, TRANSPARENT, A4 size		
8	50	pc	BALLPEN, Blue		
9	40	box	BINDER CLIPS, Double Clips, Backfold, 1-1/4" (32mm), Black		
10	30	box	BINDER CLIPS, Double Clips, Backfold, 2" (50mm), Black		
11	10	box	INDEX TABS, Clear Color		
12	40	pack	NOTE PAD, Post-It, 3x3		
13	40	pack	NOTE PAD, Post-It, 3x4		
14	20	box	PAPER CLIPS, Vinyl coated, 33mm (Normal)		
15	10	pc	RING BINDER, 2" x 44" (48mm x 1/2m) XXL		
16	120	pc	SIGN PEN, Black, 0.5		
17	120	pc	SIGN PEN, Blue, 0.5		
18	20	pack	STICKER PAPER, White, A4, matte		
19	50	pc	CORRECTION TAPE		
20	20	pack	SPECIALTY BOARD VELLUM / A4		
			NOTHING FOLLOWS	*VAT INCLUSIVE	
				TOTAL	
			ABC = Php 58,915.00		
			Note:		
			**Quoted price must be good up to a minimum of 30 working days		
			** Must submit Omnibus Sworn Statement, Philgeps Certificate, Latest Business/Mayor permit and BIR 2303		
			**Provide proofing/sample to be approved by end-user before full delivery.		
			**CIAC assumes no responsibility whatsoever to compensate or indemnify bidders		
			for any expenses incurred in the preparation of the bid. CIAC reserves the right to accept		
			or reject any bid, and to annual the bidding process and reject all bids at any time prior		
			to contract award, without thereby incurring any liability to the affected bidder or bidders.		

Date: _____

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