



**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. 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

\_\_\_\_\_  
 Purchasing Officer

Note: No erasures allowed.

Item	Qty	Unit	Articles/Descriptions	Unit	Total Amount
1	20	pack	BATTERY, Alkaline, AA		
2	20	pack	BATTERY, Alkaline AAA		
3	10	pc	CUTTER, Heavy Duty		
4	30	pc	DATA FILE BOX, File Holder, 9" x 15" x 14"		
5	10	pc	RULER, Plastic, 12"		
6	20	pc	SCISSORS, 6"		
7	10	pc	STAMP PAD, w/o ink		
8	20	pc	STAPLER, w/ staple wire remover, Max		
9	20	box	PUSH PIN, Hammerhead type		
10	100	roll	RING BINDER, 1/2" x 44" (12mm x 1.2m) S		
11	120	pc	SIGN PEN, Black, 0.5		
12	200	pack	STICKER PAPER, White, A4		
13	100	roll	TAPE, Transparent / Scotch, 1" (24mm)		
14	50	pad	POST IT , Notepad Arrow		
15	50	pc	Correction Tape		
16	5	pack	ACETATE, Transparency Film, A4		
17	180	pc	BALLPEN, Black		
18	120	pc	BALLPEN, Blue		
19	30	box	BINDER CLIPS, Double Clips, Backfold, 1-1/4" (32mm), Black		
20	100	pc	BINDER SLIDES, A4 size		
21	100	pc	BINDER SLIDES, Legal size		
22	10	pack	CARBON PAPER, Long		
23	5	pc	COLUMNAR BOOK, 16 columns		
24	300	pc	EXPANDING ENVELOPE, w/ garter		
25	20	pc	GLUE, all purpose		
26	20	pack	ID CLIPS, Metal		
27	30	pack	MARKER, Flourescent (Highlighter)		
28	50	pad	NOTE PAD, Post-It, 3x3		
29	50	pad	NOTE PAD, Post-It, 3x4		
30	30	pc	NOTEBOOK, Stenographer		
31	20	box	PAPER CLIPS, Nickel plated, 48mm (Jumbo)		
32	30	box	PAPER FASTENER, Plastic		
			***nothing follows***		

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

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