



Republika ng Pilipinas
PAMAHALAANG LUNGSOD NG TACLOBAN
(City Government of Tacloban)
Kanhuraw Hill, Tacloban City 6500
Tel. Nos. 325-4053

BIDS AND AWARDS COMMITTEE

INVITATION TO SUBMIT PRICE QUOTATIONS 1st Posting

The City Government of Tacloban, through the BIDS AND AWARDS COMMITTEE (BAC) invites all interested suppliers to submit price quotations, under **Section 52.1(b) of the 2016 Revised IRR of R.A. 9184**, for the supply and delivery of **OFFICE SUPPLIES AND DEVICES** for use of **Tacloban City Hospital PR# 2020-1128** dated 10/6/20 with a total amount of **Eighty-Two Thousand Four Hundred Twenty-Three Pesos & 00/100 (Php82,423.00) only** with **BIDSTAC # SB 063-2020**

Please quote your lowest price inclusive of 75% of 1% of Business Tax and VAT subject to the Terms and Conditions of this RFQ, and submit your quotation duly signed by your representative on **November 17, 2020 to 9:00 A.M. of November 23, 2020** at the BAC Office, City Hall Main Building, Kanhuraw Hill, Tacloban City.

Sealed proposals will be accepted not later than **November 23, 2020** at 9:00 o'clock in the morning at the BAC Office, City Hall Main Building, Kanhuraw Hill, Tacloban City. Opening of quotation shall be held at **2:00 PM of November 24, 2020**.

The City Government reserves the right to reject any or all proposals or any part thereof, waive any defect contained therein and accept an offer as maybe advantageous to the City Government of Tacloban.

Supplier shall submit the following requirements:

- a. Duly signed Request for Quotation. Prices shall be quoted in Philippine Peso. Statement of Compliance must be accomplished by supplier.
- b. PhilGEPS Registration Certificate.
- c. Valid Mayor's Permit,
- d. All photocopied documents submitted shall be a certified copy from the original.

Quotations shall be compared and evaluated on the basis of the following criteria:

- a. Completeness of submission
- b. Compliance with Technical Specifications
- c. Price

All deliveries by suppliers shall be subject to inspection, and acceptance by the end-user. All costs of the necessary laboratory tests undertaken by the Procuring Entity on the goods shall be to the account of suppliers. The supplier who submitted the lowest calculated responsive quotation shall be awarded the Purchase Order after evaluation by the BAC.

Delivery of goods shall be made within 3 calendar days from date of receipt of Purchase Order or as may be required by the appropriate authority. Warranty shall be for a minimum of 3 months, after acceptance of the procuring entity of the delivered goods or after the goods are consumed, whichever is earlier for Expendable supplies. For non-expendable supplies, one (1) year after acceptance by the procuring entity of the delivered goods.

Price validity shall be for a period of 120 calendar days. Goods shall be delivered to the BAC Office, City Hall Main Building, Kanhuraw Hill, costs to the account of supplier. Risk and title shall pass from the supplier to the purchaser upon receipt and final acceptance of the goods at the city government of Tacloban. Upon delivery of the goods, the supplier shall notify the Purchaser and present the following documents:

- a. Original and duplicate copy of the Supplier's Invoice showing the goods description, quantity, unit price, and total price
- b. Original and duplicate copy of Delivery Receipt
- c. Original Statement of Accounts
- d. Approved Purchaser Order
- e. Warranty Certificate

Please download the attached Request for Quotation.

Sgd. **JONATHAN R. HIJADA**
BAC Chairman

Date Published: November 17, 2020



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BIDS AND AWARDS COMMITTEE
REQUEST FOR QUOTATION
1st Canvassing

Company Name/Supplier: _____
Address: _____
Contact No. _____
Procurement Title/Category: Office Supplies and Devices

RFQ No.	2020-687
RFQ Date:	11/17/20
Mode of Procurement	Shopping B
PR No.	2020-1128
PR Date:	10/6/2020
End-user	TCH

Please quote your lowest price for the item(s) listed below, subject to terms and conditions stated hereunder and submit your sealed quotation duly signed by your representative to our office not later than **9 o'clock** in the morning, of **November 23, 2020**. Opening of quotation shall be held at **2 o'clock** in the Afternoon of **November 24, 2020**.

Sgd. JONATHAN R. HIJADA
BAC Chairman

Terms & Conditions:

1. All entries must either be typewritten or legibly handwritten;
2. Delivery Period: (10) ten days upon receipt of Purchase Order (PO). Administrative penalties pursuant to Rule XXXIII, Section 69 of RA 9184 shall be imposed for non-delivery without valid reason;
3. Warranty shall be for a minimum of three (3) months for supplies and materials, and one (1) year for equipment from date of acceptance of end-user;
4. Quoted price shall be valid for a period of (6) months;
5. Documents to be attached upon submission of this quotation:
 - a. Valid Mayor's Business Permit
 - b. PhilGEPS Registration No.
 - c. Brochure showing brand, model and specifications of the product being offered, if applicable.
 - d. All photocopied documents submitted shall be a certified copy from the original.
6. The BAC shall conduct the alternative procurement process in accordance with RA 9184 and its 2016 RIRR

ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1.	CARTOLINA, Assorted Color, 78 gsm, min 20pcs./pack	12	Pack		
2.	FOLDER, TAGBOARD, for legal size documents, 100's/pck	6	Pack		
3.	MERKER, PERMANENT, bullet type, black	20	Piece		
4.	MARKER, PERMANENT, bullet type, blue	20	Piece		
5.	PAPER CLIP, vinyl/plastic coat, length: 48mm min	50	Box		
6.	PAPER, Multi-Purpose Copy, 70gsm, size: Legal (long)	90	Ream		
7.	PAPER, Multi-Purpose (COPY), A4, 70 gsm	105	Ream		
8.	RECORD BOOK, 300 Pages, size: 214mm x 278mm min	40	Book		
9.	RECORD BOOK, 500 Pages, size: 214mm x 278mm min	40	Book		
10.	TAPE, TRANSPARENT, width: 24mm (±1mm)	36	Roll		
11.	TAPE, TRANSPARENT, width: 48mm (±1mm)	36	Roll		
12.	PEN, Ballpen, Black 0.5mm	40	Box		
13.	GLUE all purpose 200grams	6	Jar		
14.	Paper Fastener, Plastic Coated, 50's/box 70mm	24	Box		
	<i>xxxxx nothing follows xxxxx</i>	GRAND TOTAL:			

Brand & Model: _____ Warranty: _____
 Delivery Period: _____ days upon receipt of the PO Price valid until: _____

After having carefully read and accepted your General Conditions (terms and conditions), I/We quote you on the item(s) at prices provided above. If the space for Delivery Period, Warranty and Price Validity are left blank, it means that I concur with the terms and conditions specified by your procuring entity.

 Printed Name/Signature/Date

 Contact Number