



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  
1<sup>st</sup> Posting

BIDSTAC # SB 066-2020

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**,

Name of Project : Procurement of OFFICE EQUIPMENT SUPPLIES AND CONSUMABLES

Source of Funds : General Fund  
Approved Budget  
for the Contract /  
Estimated Budget : Php356,130.00

Brief Description/ Specifications	End-user	Approved Budget for the Contract / Estimated Budget	Delivery Schedule
Lot 1: PR No. 2020-966/8-11-2020	CLEP	Php12,660.00	30 Days
Lot 2: PR No. 2020-1104/9-30-2020	CADMO/BAC	Php6,550.00	30 Days
Lot 3: PR No. 2020-1145/10-14-2020	CEO	Php26,700.00	30 Days
Lot 4: PR No. 2020-1060/9-4-2020	CSWDO	Php15,500.00	30 Days
Lot 5: PR No. 2020-1059/9-4-2020	CSWDO	Php11,500.00	30 Days
Lot 6: PR No. 2020-1188/10-26-2020	CTO	Php11,915.00	30 Days
Lot 7: PR No. 2020-1207/10-29-2020	CTO	Php220,000.00	30 Days
Lot 8: PR No. 2020-1210/10-28-2020	City ENRO	Php8,640.00	30 Days
Lot 9: PR No. 2020-1198/10-28-2020	City ENRO	Php42,665.00	30 Days

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 26, 2020 to 9:00 A.M. of December 2, 2020** at the BAC Office, City Hall Main Building, Kanhuraw Hill, Tacloban City.

Sealed proposals will be accepted not later than **December 2, 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 **December 3, 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.

Interested suppliers may submit a proposal per lot and must include the following documents on the deadline of submission:

Supplier shall submit the following requirements:

- Duly signed Request for Quotation. Prices shall be quoted in Philippine Peso. Statement of Compliance must be accomplished by supplier.
- 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 26, 2020

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 Kanhuraw Hill, Tacloban City 6500  
**BIDS AND AWARDS COMMITTEE**  
**REQUEST FOR QUOTATION**  
 1<sup>st</sup> Canvassing

Company Name/Supplier: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No. \_\_\_\_\_

Procurement Title/Category: Office Equipment  
Supplies and Consumables

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 **December 2, 2020**. Opening of quotation shall be held at **2 o'clock** in the Afternoon of **December 3, 2020**.

RFQ No.	2020-715
RFQ Date:	11/26/20
Mode of Procurement	Shopping B
PR No.	Lot 1: 2020-966 Lot 2: 2020-1104 Lot 3: 2020-1145 Lot 4: 2020-1060 Lot 5: 2020-1059 Lot 6: 2020-1188 Lot 7: 2020-1207 Lot 8: 2020-1210 Lot 9: 2020-1198
PR Date:	8/11/20,9/30/20, 10/14/20,9/4/20, 9/4/20,10/26/20, 10/29/20,10/29/20 10/28/20
End-user	CLEP,CADMO/BAC,CEO CSWDO,CTO & City ENRO

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

**Terms & Conditions:**

- All entries must either be typewritten or legibly handwritten;
- 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;
- 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;
- Quoted price shall be valid for a period of (6) months;
- Documents to be attached upon submission of this quotation:
  - Valid Mayor's Business Permit
  - PhilGEPS Registration No.
  - Brochure showing brand, model and specifications of the product being offered, if applicable.
  - All photocopied documents submitted shall be a certified copy from the original.
- 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
Lot 2	<b>CADMO/BAC 2020-1104/9-30-20</b>				
1.	Epson Ink 003 (Black, Cyan, Magenta & Yellow)	5	Sets		
	<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