



Republika ng Pilipinas
PAMAHALAANG LUNGSOD NG TACLOBAN
(City Government of Tacloban)
Kanhuraw Hill, Tacloban City 6500

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

1st Canvassing

Company Name/Supplier: _____

Address: _____

Contact No. _____

RFQ No.	2022-273
RFQ Date:	4/22/2022
Approved Budget for the Contract (ABC)	₱3,630.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2022-326 Lot 2: 2022-86
PR Date:	3/1/22,3/29/22
End-user:	TCH & City Accountant Office

Procurement Title/Category: Office Supplies and Devices

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 **April 27, 2022**. Opening of quotation shall be held at **2 o'clock** in the afternoon of **April 28, 2022**.

Sgd. JONATHAN R. HIJADA

BAC Chairman

Terms & Conditions:

- All entries must either be typewritten or legibly handwritten;
- Delivery Period: (30) thirty days upon receipt of Purchase Order (PO) or as may be required by the appropriate authority. 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 Number/Organization ID Number
 - 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.
 - All documents must be enclosed in a properly labeled and sealed envelope, indicating PR No.
- 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 1	TCH 2022-326/3-1-22				
1.	Tape Transparent width: 24mm (±1mm)	30	Rolls		
2.	Tape Transparent width: 48mm (±1mm)	30	Rolls		
	<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



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REQUEST FOR QUOTATION

1st Canvassing

Company Name/Supplier: _____

Address: _____

Contact No. _____

RFQ No.	2022-273
RFQ Date:	4/22/2022
Approved Budget for the Contract (ABC)	₱70,701.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2022-326 Lot 2: 2022-86
PR Date:	3/1/22,3/29/22
End-user:	TCH & City Accountant Office

Procurement Title/Category: Office Supplies and Devices

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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 2	City Accountant Office 2022-86/1-24-22				
1.	BAND-RUBBER BAND, 70mm min lay flat length (#18)	12	BX		
2.	Record Book, 500pages, size: 214x278mm min	32	PC		
3.	Record Book, 300pages, size: 214x278mm min	20	PC		
4.	Correctional tape 1pc.UL 6m min	50	PC		
5.	FOLDER-FOLDER, Fancy, for A4 size Documents	5	RM		
6.	FOLDER-FOLDER, Fancy, for Legal size Documents	7	RM		
7.	Paper-multi-purpose (copy) legal, 70gsm	123	RM		
8.	Marker, permanent Black Bullet type	5	PC		
9.	PENCIL-PENCIL, No. 2 12 pcs/box	4	DOZ		
10.	STAPLE WIRE, standard (26/6)	40	BOX		
11.	Pen Point, Black 0.5mm Liquid/gel needle	50	PC.		
12.	Pen Point, Green 0.5mm Liquid/gel needle	50	PC.		

13.	Paper fasteners Plastic 70mmx50mm	30	Box		
14.	Paper Clip vinyl/plastic coat, length: 32mm	10	Pck.		
15.	Paper Clip vinyl/plastic coat, length: 48mm	15	Pck.		
16.	Glue all purpose gross weight 200grams	10	Jar		
17.	Marker, fluorescent 3 asst. color/set	10	Pc.		
18.	Ink Stampad (black) ink 30ml.	3	Set		
19.	STAPLER-STAPLER, SWINGLINE BIG 444	3	Pc.		
	<i>xxxxx nothing follows xxxxx</i>	GRAND TOTAL:			

Brand & Model: _____ Warranty: _____

Delivery Period: _____ days upon receipt of the PO Price valid until: _____

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