



Republika ng Pilipinas  
**PAMAHALAANG LUNGSOD NG TACLOBAN**  
(City Government of Tacloban)  
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: Janitorial Supplies

RFQ No.	2022-332
RFQ Date:	5/27/2022
Approved Budget for the Contract (ABC)	₱3,200.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2022-83 Lot 2: 2022-686
PR Date:	1/24/22,5/17/22
End-user:	City Accountants Office & Operation of Market

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 **June 1, 2022**. Opening of quotation shall be held at **2 o'clock** in the afternoon of **June 2, 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	<b>City Accountant's Office 2022-83/1-24/22</b>				
1.	ALCOHOL-500ml ethyl 70% Scented	25	Btl.		
	<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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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 2	<b>Operations of Market 2022-686/5-17-22</b>				
1.	Disinfectant solution, antibacterial, unscented	5	Gal		
2.	Detergent powder, all purpose, 1kl per pack	30	Packs		
3.	Muriatic acid, 1 gal/4 liters	10	Gal		
4.	Air freshener spray, lemon scent	10	Bots		
5.	Bleach liquid 1 gallon/4 liters	10	Gal		
6.	Broom stick, (walis ting-ting)	50	Pcs		
7.	Broom soft (tambo)	10	Pcs		
8.	Chlorine powder 1 kilo/pack	5	Packs		
9.	Deodorant cake 12pcs/pack 50 grams	3	Packs		
10.	Dust pan, plastic	5	Pcs		
11.	Gloves, rubber	50	Pairs		
12.	Disinfectant spray, Aerosol Type, 550ML	10	Bots		
13.	Black bag XL, 100's/pack	1	Pack		

14.	Tissue paper, 12's/pack	10	Packs		
	<i>xxxxx nothing follows xxxxx</i>	GRAND TOTAL:			

Brand & Model: \_\_\_\_\_ Warranty: \_\_\_\_\_

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 Printed Name/Signature/Date

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 Contact Number