



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. \_\_\_\_\_

RFQ No.	2022-369
RFQ Date:	6/10/2022
Approved Budget for the Contract (ABC)	₱201,275.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2022-668 Lot 2: 2022-690
PR Date:	5/19/22,5/21/22
End-user:	TCH & OSCA

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 **June 15, 2022**. Opening of quotation shall be held at **2 o'clock** in the afternoon of **June 16, 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>TCH 2022-668/5-19-22</b>				
1.	Paper Multi purpose, 70gsm legal size (Long)	350	Rms.		
2.	Paper Multi purpose, 70gsm A4 size	350	Rms.		
3.	Permanent Marker, Bullet Type, Black	5	Bxs		
4.	Permanent Marker, Bullet Type, Blue	5	Bxs		
5.	Permanent Marker, Bullet Type, Red	5	Bxs		
6.	Retractable Ballpen Black 50's/tube	5	Tube		
7.	Retractable Ballpen Red 50's/tube	1	Tube		
	<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.

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Printed Name/Signature/Date

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Contact Number



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

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

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

Procurement Title/Category: Office Supplies and Devices

RFQ No.	2022-369
RFQ Date:	6/10/2022
Approved Budget for the Contract (ABC)	₱44,957.00
Mode of Procurement	Shopping B
PR No.	Lot 1; 2022-668 Lot 2: 2022-690
PR Date:	5/19/22,5/21/22
End-user:	TCH & OSCA

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 15, 2022**. Opening of quotation shall be held at **2 o'clock** in the afternoon of **June 16, 2022**.

**Sgd. JONATHAN R. HIJADA**  
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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 2	<b>OSCA 2022-690/5-24-22</b>				
1.	Correction Tape 8mm	50	Pcs		
2.	Rubber Band, 70mm min by flat length (#18)	3	Box		
3.	Paper, Multi-purpose, Legal, 70gsm, 216mm x 330	26	Ream		
4.	Paper, Multi-purpose, A4, 70gsm, 210mmx297mm	20	Ream		
5.	Folder, Fancy, Legal, 100's/bundle	1	Bundle		
6.	Cartolina, assorted Colors, 78gsm, min 20 pcs/pack	1	Pack		
7.	Pen, Ballpen, 0.5mm, 12's/box	25	Box		
8.	Alcohol, 70%, Isoprophyl, 500ml	10	Btl		
9.	Disinfectant Spray, Aerosol Type, 550ml	5	Btl		
10.	Stapler, Standard Type	5	Pcs		
11.	Envelope, Expanding, kraftboard, Legal	50	Pcs		

12.	Marker, Permanent, Bullet Type, Black	20	Pcs		
13.	Puncher, Paper, heavyduty w/two Hole Guide	3	Unit		
14.	Staple Wire, Standard, (26/6)	10	Box		
15.	Tape, Transparent, width: 48mm	10	Roll		
16.	Tape, Masking, width: 48mm (±1mm)	5	Roll		
17.	Glue, All purpose, Gross Weight: 20grams min	8	Jar		
18.	Fastener, Metal, 70mm between prongs	12	Box		
19.	Clip, Backfold, All Metal, Clamping: 41mm (-1mm)	20	Box		
20.	Electrical Tape	10	Pcs		
21.	Paper Clip, Vinyl/Plastic Coat, Big	10	Box		
22.	Stamp Pad Felt, bed dimension: 60mm x 100mm min	10	Pcs		
23.	Flash Drive, 16 GB Capacity	5	Unit		
24.	Record Book, 300 pages, 214mm x 278mm min	12	Pcs		
25.	Scissor, Symmetrical Blade, Length: 65mm min	10	Pair		
26.	Folder, Pressboard size: 240mmx370mm(-5mm), 100's/packs	2	Box		
27.	Data File Box, Made of Chipboard, with Closed end	5	Pcs		
28.	Carbon Film, PE, Black, size 216mmx330mm, 100 sheets/pack	5	Box		
29.	Note Pad, Stick On, 50mmx76mm (2"x3")mm	20	Pad		
	<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

