



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.	2022-352
RFQ Date:	6/7/2022
Approved Budget for the Contract (ABC)	₱250,000.00
Mode of Procurement	Negotiated Procurement/ NP-SVP
PR No.	2022-678
PR Date:	5/23/22
End-user:	CGSO

Procurement Title/Category: Office Equipment

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 13, 2022**. Opening of quotation shall be held at **2 o'clock** in the afternoon of **June 14, 2022**.

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

**Terms & Conditions:**

1. All entries must either be typewritten or legibly handwritten;
2. 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;
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 Number/Organization ID Number**
  - c. **Notarized Original Omnibus Sworn Statement (Revised format GPPB Resolution No. 16-2020)**
  - d. Brochure showing brand, model and specifications of the product being offered, if applicable.
  - e. All photocopied documents submitted shall be a certified copy from the original.
  - f. All documents must be enclosed in a properly labeled and sealed envelope, indicating the PR No.
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.	Xerox 25 pages per minute for print and copy output 4GB Memory 128 GB Hard Disk 55ppm Scanning speed 1200 dpi x 2400 dpi High resolution 2 standard Cassette (250/500 sheets) Lifetime free service on-site with Regular Monthly Check Up with office and service center in region 8 for emergency maintenance	1	Unit		
	<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