



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

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

4th Canvassing

Company Name/Supplier: _____

Address: _____

Contact No. _____

RFQ No.	2022-014(3)
RFQ Date:	7/4/2022
Approved Budget for the Contract (ABC)	₱224,217.50
Mode of Procurement	Shopping B
PR No. PR Date: End-user:	2022-70/1-12-22/TOMECO

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 **July 7, 2022**. Opening of quotation shall be held at **2 o'clock** in the afternoon of **July 7, 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.
- 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.	PAPER, Multi-copy, Legal , 80 gsm	400	Reams		
2.	PAPER, Multi-Purpose, (COPY) (Legal) , 70 gsm	100	Reams		
3.	PAPER, Multi-Purpose, (COPY) (A4), 70 gsm	100	Reams		
4.	White Folder (Legal), 100 pcs./bundle	3	Bundle		
5.	White Folder (short), 100 pcs./bundle	2	Bundle		
6.	Expanding Envelop kraft Board (Legal), 100 pcs./bundle	2	Box		
7.	Ball Pen 0.5mm, 12's/box black	12	Box		
8.	Sign Pen (black) liquid gel ink, 0.5 mm needle HP	120	Pcs		
9.	Stapler, with staple remover	10	Pcs		
10.	Staple Wire, standard (26/6)	20	Box		
11.	Fastener 25mm 50/box, metal	15	Box		
12.	Paper Clip, vinly/plastic jumbo	40	Box		
13.	Binder Clip, Backfold 25mm	20	Box		
14.	Clip, Backfold 50mm	10	Box		
15.	2 hole Puncher heavy duty	8	Pcs		
16.	Scissors, symmetrical blade, length 65 min	10	Pcs		

17.	Tape, Double Sides 2"	10	Pcs		
18.	Pencil, lead with eraser, Mongol, 12 pcs/box	6	Box		
19.	Permanent Marker bullet type (black) 12 pcs/box	4	Box		
20.	White Board Marker (black), bullet type, felt tip, 12 pcs./box	4	Box		
21.	White Board Marker (red), bullet type, felt tip, 12 pcs./box	2	Box		
22.	White board Eraser	6	Pcs		
23.	Glue, All Purpose, Gross Weight: 130 grams	15	Pcs		
24.	Ruler plastic 12 inches	6	Pcs		
25.	Heavy Duty Paper Cutter 10x10	2	Pcs		
26.	Cutter knife	10	Pcs.		
27.	Rubber Bond #18 (double entry no. 18 and 26)	10	Box		
28.	Stamping Pad, bed dimension: 60mm x 100 mm min	10	Pcs		
29.	Stamping Pad Ink, black	10	Pcs		
30.	Carbon Paper Legal, 100 sheets/box	12	Box		
31.	Box Filer, Legal size	15	Pcs		
32.	Record Book 500 pages, 214mm x 278 mm min	40	Pcs		
33.	PHOTO PAPER, Glossy Paper, A4 size, 240 gsm, 20 sheets/pack	20	Pack		
34.	Pencil Sharpener Heavy Duty	2	Pcs		
35.	Scotch Tape Dispenser Heavy Duty/table Top	4	Pcs		
	<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