



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.	2022-384
RFQ Date:	6/20/2022
Approved Budget for the Contract (ABC)	₱111,432.00
Mode of Procurement	Shopping B
PR No.	2022-742
PR Date:	6/7/22
End-user:	CTO

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 23, 2022**. Opening of quotation shall be held at **2 o'clock** in the afternoon of **June 23, 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
1.	Puncher, HD w/two hole guide	5	Pcs		
2.	Electronic Adding Machine 12 digits	5	Pcs		
3.	Calculator 14 digits	12	Pcs		
4.	Stapler (kangaroo) w/remover	16	Pcs		
5.	Battery, Size AA 2's/pack	3	Box		
6.	Battery, Size AAA 2's/pack	3	Box		
7.	Data Filer Box w/cover, Size: 11"x 15 5/8" x 11" (WxLxH)	12	Box		
8.	Expanding Envelope Long (green), kraftboard	48	Pcs		
9.	Expanding Envelope Long (red), kraftboard	48	Pcs		
10.	Scissors 200 mm	6	Pcs		
11.	Clear Book Long 100 pockets	10	Pcs		
12.	Clear Plastic Envelope long	100	Pcs		
13.	Paper, Specialty Board 8-1/2" x 13 10 cs/pcks	50	Pck		
14.	Book Paper short, 80 gsm	70	Rms		
15.	Circular Binding Ring (medium size)	50	Pcs		

16.	Circular Binding Ring (large)	20	Pcs		
17.	Permanent marker black 12pcs/bx	10	Box		
18.	Permanent marker blue 12pcs/bx	10	Box		
19.	Clear Glue w/sponge tip 50ml	24	Pcs		
20.	Paper Cutter large size	5	Pcs		
21.	Ballpen black, 0.5mm (12pcs/box)	50	Box		
22.	Cutter blade large size, tube	5	Pcs		
23.	Plastic Twine Straw	12	Roll		
	<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