



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.	2022-399
RFQ Date:	6/22/2022
Approved Budget for the Contract (ABC)	₱59,131.00
Mode of Procurement	Shopping B
PR No.	2022-767
PR Date:	6/13/22
End-user:	City Architect's Office

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 27, 2022**. Opening of quotation shall be held at **2 o'clock** in the afternoon of **June 28, 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.	Battery-Dry Cell, AA, 2 pcs per blister pack	20	Pack		
2.	Battery-Dry Cell, AAA, 2 pcs per blister pack	10	Pack		
3.	Clip, Blackfold, All metal, Clamping 25mm (-1mm)	20	Pc		
4.	Carbon Film, PE, black, size 216mmx300mm, 100s/pack	10	Box		
5.	Correction Tape 6mm	15	Pc		
6.	Cutter Blade, for Heavy Duty Cutter (big)	5	Tube		
7.	Cutter Knife, General Purpose (Heavy Duty)	3	Pc		
8.	Data File Box, made of chipboard, with closed ends	10	Pc		
9.	Envelope, Documentary, Legal, 100 pcs/box	2	Pc		
10.	Envelope, Expanding, kraftboard 100 pcs/box	1	Box		
11.	Fastener, Plastic, 25mm, 50 sets/box	15	Box		
12.	Folder, Pressboard, size 240mmx370mm(-5mm), 100s/pack	6	Box		
13.	Glue, All Purpose, Gross Weight 200grams min	7	Jar		
14.	Marker, Permanent Marker, Bullet Type, Black	15	Pc		

15.	Marker, Permanent Marker, Bullet Type, Blue	10	Pc		
16.	Marker, Permanent Marker, Bullet Type, Red	5	Pc		
17.	Note Pad, 50mmx76mm (2"x3") min	10	Pad		
18.	Paper, Multicopy, A4, 80gsm, size 210mmx297mm	15	Rm		
19.	Paper, Multicopy, Legal, 80gsm, size 216mmx330mm	10	Rm		
20.	Paper, A3 paper 70gsm	15	Rm		
21.	Paper-Photo Paper A4 170gsm 10's/pack glossy	15	Pack		
22.	Paper-Photo Paper A3 170gsm 10's/pack glossy	15	Pack		
23.	Pen, Ballpen, 0.5mm, 12's/box	15	Box		
24.	Pen, Ball Point, 0.7, Sign pen	30	Pc		
25.	Pen-Sign Pen 1.0 GEL IMPACT	60	Pc		
26.	Pencil Lead with Eraser, 12pcs/pack	5	Box		
27.	Record Book, 300 pages, 214mmx278mm min	5	Pc		
28.	Scissor, Symmetrical, Blasé, length 65mm min	3	Pc		
29.	Stapler, Standard Type	3	Pc		
30.	Staple Wire, Standard, (26/6)	15	Box		
31.	Tape, Masking, width 24mm(±1mm)	10	Roll		
32.	Tape, Masking, width 48mm(±1mm)	10	Roll		
33.	Tape, Transparent, width 24mm	10	Pc		
34.	Tape, Transparent, width 48mm	10	Pc		
35.	Calculator-Calculator 12 digits	4	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.

\_\_\_\_\_  
 Printed Name/Signature/Date  
 \_\_\_\_\_  
 Contact Number