



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

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

2nd Canvassing

Company Name/Supplier: _____

Address: _____

Contact No. _____

| | |
|--|-------------------------|
| RFQ No. | 2022-399(1) |
| RFQ Date: | 7/4/2022 |
| 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 **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, 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