



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.	2022-544
RFQ Date:	8/26/2022
Approved Budget for the Contract (ABC)	₱81,467.00
Mode of Procurement	Shopping B
PR No.	2022-1009
PR Date:	8/15/22
End-user:	CEO

Procurement Title/Category: Janitorial Supplies

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 **August 31, 2022**. Opening of quotation shall be held at **2 o'clock** in the afternoon of **September 1, 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.	MOP HEAD, MADE OF RAYON, WEIGHT: 400 GRMS. MIN.	10	PCS		
2.	MURIATIC ACID (4 LTRS. GALS)	7	GALS.		
3.	TRASH BAG LARGE (100 PCS./PCK)	20	PCK		
4.	TOILET DEODORANT CAKE, 12 pcs. Per pack	20	BOXES		
5.	DETERGENT POWDER (1KL)/PCK)	50	PCK		
6.	SOFTBROOM, TAMBO, WEIGHT: 200G MIN	10	PCS		
7.	MIDRIB BROOM STICK, TINGTING, USABLE LENGTH: 760M	15	PCS		
8.	GLASS CLEANER 100 ML	3	BTLS.		
9.	MOP Spin, 360 with Bucket ics	3	PCS		
10.	Air Freshener Spray, aerosol, 280ml/150g min	20	CANS		
11.	2 PLY TOILETPAPER (12ROLLS/PCK)	50	PCK		
12.	HAND WASH SOAP 1000 ML	30	BOTTLES		
13.	Bleaching Liquid, 1 gallon/4 ltrs.	10	BOTTLES		
14.	ALCOHOL 500 ML	30	BOTTLES		
15.	PAIL PLASTIC, MEDIUM ics	10	PCS		
16.	Disinfectant, 1 Gal	5	GAL		

17.	TRASH CANS (BIG) PLASTIC ics w/COVER	5	PCS		
18.	SOAP, MEDIUM	5	DOZ		
19.	Toilet Brush with Plastic Handle	10	PCS		
20.	Dish Washing Liquid, 1 Gal	5	GAL		
21.	TRASH BAG (SMALL) 9+9X18 100 PCS	30	ROLL		
22.	BATHROOM WITH HOLDER	50	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