



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.	2022-554
RFQ Date:	8/26/2022
Approved Budget for the Contract (ABC)	₱195,840.00
Mode of Procurement	Shopping B
PR No.	2022-1036
PR Date:	8/18/22
End-user:	TCH

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 **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.	Folder, Tagboard for Legal Size docs. (Long), 100's/pck	5	Pack		
2.	Folder, Tagboard for A4 size docs., 100's/pck	5	Packs		
3.	Marker, Permanent, Bullet type, black	40	Pcs.		
4.	Masking Tape, 24mm (±1mm)	20	Rolls		
5.	Masking Tape, 48mm (±1mm)	30	Rolls		
6.	Paper Clip, vinyl/plastic coat, Big	40	Bxs.		
7.	Paper Multi purpose, 70gsm legal size (Long)	250	Rms.		
8.	Paper Multi purpose, 70gsm A4 size	250	Rms.		
9.	Paper Multi purpose Color Green, 70gsm legal size (Long)	5	Rms.		
10.	GLUE, all purpose, gross weight: 200 grams min	15	Pcs.		
11.	Record Book 500 pgs.	40	Pcs.		
12.	Staple Wire Standard, #35	40	Bxs.		
13.	Tape Transparent width: 24mm (±1mm)	30	Rolls		
14.	Tape Transparent width: 48mm (±1mm)	30	Rolls		
15.	Pen, Ballpen, Black 0.5mm, 12's/box	40	Bxs.		
16.	Pen, Ballpen, Blue 0.4mm, 12's/box	5	Bxs.		

17.	Stapler, Standard Type	5	Pcs.		
18.	Scissors, 65mm min.	10	Pcs.		
19.	CORRECTION TAPE, film base type 5mm x 8m	50	Pcs.		
20.	Calculator, Compact 12 digits	5	Pcs.		
21.	Cutter Knife, General purpose Heavy Duty	10	Pcs.		
22.	Battery Size AA, 4pcs./pck.	30	Pcks.		
23.	Battery Size AAA, 4pcs./pck	20	Pcks.		
24.	Signpen, black, liquid gel ink, 0.5mm, needle tip	24	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