



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. \_\_\_\_\_

Procurement Title/Category: Office Supplies and Devices

RFQ No.	2022-554
RFQ Date:	8/26/2022
Approved Budget for the Contract (ABC)	₱114,912.00
Mode of Procurement	Shopping B
PR No.	Lot 1:2022-1033 Lot 2: 2022-1024 Lot 3: 2022-1032
PR Date:	8/17/22,8/17/22 & 8/7/22
End-user:	CEO, City Accountant Office & HRMDO

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
<b>Lot 1</b>	<b>CEO 2022-1033/8-17-22</b>				
1.	Paper, Photopaper, A4, Glossy, 10 pcs/pack	15	PCK		
2.	Correction Tape, 6MM	30	PCS		
3.	Folder, White, Legal Size, 100's/pack	10	PCK		
4.	Folder, White, Short, Size, 100's/pack	5	PCK		
5.	Pen, Ball Point, Black, 0.5mm, 50's/box	15	BOX		
6.	Pencil, XL No. 2	20	PCS		
7.	Bond Paper, Long	50	REAM		
8.	Bond Paper, Short	30	REAM		
9.	Bond Paper, A4	50	REAM		
10.	EXPANDING ENVELOPE (100 PCS/BOX)	5	BOXES		
11.	EXPANDING FOLDER (LONG)	50	PCS		
12.	SCISSOR, SUMMETRICAL, BLADE LENGTH 65MM MIN	6	PCS		
13.	CUTTER, BIG	15	PCS		
14.	WHITE BOARD MARKER, BULLET TYPE, BLACK	20	PCS		
15.	PERMANENT MARKER, BULLET TYPE, BLACK	20	PCS		

16.	Pen, Ball Pen, Ordinary, Black, 12's/box	15	BOX		
17.	STAPLER, HEAVY DUTY #35	10	PCS		
18.	STAPLE WIRE #35	10	BOX		
19.	RECORD BOOK 200PAGES 6.5"X11"	10	PCS		
20.	PAPER PAD, YELLOW PAD, 80 LEAVES	15	PAD		
21.	Carbon Paper, Black, Pena Film, Legal	10	BOX		
22.	Eraser, Plastic/Rubber, for pencil draft/writing	15	PCS		
23.	GLUE, ALL PURPOSE, GROSS WEIGHT 130 GRAMS/BTL	15	BTL		
24.	PASTE 200 GRAMS	15	PCS		
25.	BOX FILLER FOR LEGAL SIZE	10	PCS		
26.	SHARPENER HEAVY DUTY, MANUAL SINGLE CUTTER HEAD	15	PCS		
27.	SIGN PEN, 1.0MM, GEL IMPACT	20	PCS		
28.	GUNTUCKER T30 HEAVY DUTY	3	PCS		
29.	GUNTUCKER STAPLES T30 5/16 8MM (1000	20	PCS		
30.	FOLDER, FANCY, A4, 100'S/BUNDLE	5	BUNDLE		
31.	PAPER CUTTER 10"X10", WOOD BASED,350X305, A4 SIZED 12X12, PLASTIC BASED	2	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

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Address: \_\_\_\_\_

Contact No. \_\_\_\_\_

Procurement Title/Category: Office Supplies and Devices

RFQ No.	2022-554
RFQ Date:	8/26/2022
Approved Budget for the Contract (ABC)	₱45,111.00
Mode of Procurement	Shopping B
PR No.	Lot 1:2022-1033 Lot 2: 2022-1024 Lot 3: 2022-1032
PR Date:	8/17/22,8/17/22 & 8/7/22
End-user:	CEO, City Accountant Office & HRMDO

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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 2	<b>City Accountant's Office 2022-1024/8-17-22</b>				
1.	BAND-RUBBER BAND, 70mm min lay flat length (#18) 225gms.	15	BX		
2.	Record Book, 500pages, size: 214x278mm min	25	PC		
3.	Record Book, 300pages, size: 214x278mm min	15	PC		
4.	Correction tape UL 6m min	50	PC		
5.	FOLDER-FOLDER, for legal size Documents 100's/bundle Tagboard	9	RM		
6.	PAPER, multi-purpose (copy) Legal, 70gsm 216mmx330mm	30	RM		
7.	PAPER, multi-purpose (copy) A4, 70gsm	30	RM		
8.	Pen Point, Black 0.5mm Liquid/gel needle	61	PC.		
9.	Pen Point, Green 0.5mm Liquid/gel needle	60	PC.		
10.	Paper fastener Plastic 70mmx50mm	30	Box		
11.	Paper Clip vinyl/plastic coat, length: 32mm	10	Pck.		
12.	Paper Clip vinyl/plastic coat, length: 48mm	15	Pck.		
13.	Glue all purpose gross weight 200 grams	10	Jar		
14.	Stam pad felt, bed dimension: 60mmx120min	10	Set		
15.	Ink Stampad (Black) ink 30ml	10	Set		

16.	Tape transparent tape 2	7	Pc.		
17.	Pen Ballpen 0.5m 12's/box 6pcs. Black, 6 pcs. Red,	25	Box		
	<i>xxxxx nothing follows xxxxx</i>	GRAND TOTAL:			

Brand & Model: \_\_\_\_\_ Warranty: \_\_\_\_\_

Delivery Period: \_\_\_\_\_ days upon receipt of the PO Price valid until: \_\_\_\_\_

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Address: \_\_\_\_\_

Contact No. \_\_\_\_\_

Procurement Title/Category: Office Supplies and Devices

RFQ No.	2022-554
RFQ Date:	8/26/2022
Approved Budget for the Contract (ABC)	₱34,117.00
Mode of Procurement	Shopping B
PR No.	Lot 1:2022-1033 Lot 2: 2022-1024 Lot 3: 2022-1032
PR Date:	8/17/22,8/17/22 & 8/7/22
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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 3	<b>HRMDO 2022-1032/8-17-22</b>				
1.	CORRECTION TAPE, film base type, UL 8m min, 5mm	10	Pcs		
2.	ENVELOPE, KRAFT EXPANDING (Legal size document)	100	Pcs		
3.	FASTENER, PLASTIC, 25mm, 50s/box	5	Box		
4.	Metal Desk Tray, heavy duty (3 layer)	3	Pcs		
5.	GLUE, ALL purpose, gross weight: 200 grams min	2	Pcs		
6.	PAPER CLIP, vinyl/plastic coat, length: 32mm min	5	Box		
7.	PAPER, Multicopy, A4, 80 gsm	35	Ream		
8.	PAPER, Multicopy, Legal, 80 gsm	30	Ream		
9.	PEN, BALL Point, Black 0.5mm, 12s/box	5	Box		
10.	PEN, Ball Point, Blue 0.5mm, 12s/box	5	Box		
11.	TAPE, (transparent) 24mm (1")	10	Roll		
12.	TAPE, (transparent) 48mm	5	Roll		
13.	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	5	Pcs		

14.	RUBBER BAND, 70mm min lay flat length (#18) 450g	1	Box		
15.	SIGN HERE STICKER (assorted colors)	10	Pack		
16.	SIGN PEN, BLACK, liquid gel ink, 0.5mm needle tip, 125/box	2	Box		
17.	SIGN PEN, BLUE, liquid gel ink, 0.5mm needle tip, 125/box	1	Box		
18.	SIGN PEN, BLACK, 1.0mm gel impact	5	Pcs		
19.	OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES-SCISSORS, SYMMETRICAL, BLADE LENGTH: 65MM MIN	15	Pcs		
20.	STAPLER, w/staple remover	2	Pcs		
21.	Noted Pad, Sticker on ("3x4")	5	Pack		
	<i>xxxxx nothing follows xxxxx</i>	GRAND TOTAL:			

Brand & Model: \_\_\_\_\_ Warranty: \_\_\_\_\_

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