



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.	2022-573
RFQ Date:	9/6/2022
Approved Budget for the Contract (ABC)	₱429,352.00
Mode of Procurement	Shopping B
PR No.	2022-1050
PR Date:	8/23/22
End-user:	CMO-Supply

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 **September 12, 2022**. Opening of quotation shall be held at **2 o'clock** in the afternoon of **September 13, 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, 2pcs/pack	100	Pack		
2.	Carbon Film, PE, black, size: 216mm x 330mm, 100 sheets/pack	100	Box		
3.	Correction Tape, film base type, UL 12m min, 5mm	100	Pc		
4.	Data File Box, made of chipboard, with closed ends	50	Box		
5.	Data File Box, with cover, for legal size documents	50	Pc		
6.	Documentary Tray, 3 layers, plastic	20	Pc		
7.	Envelope, Mailing, white, 80GSM (-5%), LONG, 500's/box	50	Box		
8.	Glue, All-purpose, Gross weight: 250 grams min	20	Jar		
9.	Marker, fluorescent	150	Pc		
10.	Marker, permanent, bullet type, black	200	Pc		
11.	Marker, permanent, bullet type, blue	100	Pc		
12.	Marker, permanent, bullet type, red	100	Pc		
13.	Marker, whiteboard, black, felt tip, bullet type	80	Pc		
14.	Notepad stick on, 50mm x 76mm (2"x3") min	100	Pad		
15.	Notepad stick on, 76mm x 76mm (3"x3") min	100	Pad		

16.	Notepad stick on, 24mm x 76mm (1"x4") min	150	Pad		
17.	Notepad stick on, 76mm x 92mm (3"x4") min	50	Pad		
18.	Paper, Multi-Purpose A4, 70gsm (210mm x 297mm)	150	Ream		
19.	Paper, Multi-Purpose LEGAL, 70gsm (216mm x 356mm)	200	Ream		
20.	Paper, Mimeo, Short S20	100	Ream		
21.	Paper, Mimeo, A4	50	Ream		
22.	Paper, Mimeo, Legal	50	Ream		
23.	Paper Clip, vinyl/plastic coat length: 32mm min	50	Box		
24.	Paper Clip, vinyl/plastic coat length: 48mm min	80	Box		
25.	Record Book, 300 pages, size: 214mm x 278mm min	30	Book		
26.	Record Book, 500 pages, size: 214mm x 278mm min	30	Book		
27.	Sign Pen, black, liquid/gel ink, 0.5mm needle tip	150	Pc		
28.	Sign Pen, blue, liquid/gel ink, 0.5mm needle tip	60	Pc		
29.	Tape, Masking, width: 24mm (±1mm) 1"	50	Roll		
30.	Tape, Masking, width: 48mm (±1mm) 2"	30	Roll		
31.	Tape, Packaging, width: 48mm/2"	10	Roll		
32.	Tape, Transparent, width: 24mm (±1mm) 1"	50	Roll		
33.	Tape, Transparent, width: 48mm (±1mm) 2"	30	Roll		
34.	Cutter Knife, for general purpose, heavy duty	20	Pc		
35.	Cutter Blade, for heavy duty cutter (big)	50	Tube		
36.	Staple Remover, plier type	30	Pc		
37.	Puncher, paper, heavy duty, with two hole guide	10	Pc		
38.	Scissors, symmetrical, blade length: 65mm min	20	Pair		
39.	Scissors, 7", big size, heavy duty	10	Pair		
40.	Flash Drive, 32GB capacity	10	Pc		
41.	Flash Drive, 64GB capacity	10	Pc		
42.	Notebook, 80 leaves, single line	50	Pc		
43.	Notebook, stenographer, spiral, 40 leaves	50	Pc		
44.	Cord Board, 60cm x90cm	5	Pc		
45.	Paper Cutter/Trimmer Board, wood base, for legal size paper	2	Pc		
46.	Pencil Sharpener, manual, heavy duty	20	Pc		
47.	Guntacker T50, heavy duty	3	Pc		
48.	Guntacker, staple wire T50	10	Pc		
49.	Stapler, standard type, load cap: 200 staples min	20	Pc		
50.	Staple Wire, standard, #35	50	Box		
51.	Pen, Ballpen, Black, 0.5mm, 12's/box	100	Bxs		
52.	Pen, Ballpen, Blue, 0.5mm, 12's/box	100	Bxs		
	<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