



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.	2022-585
RFQ Date:	9/6/2022
Approved Budget for the Contract (ABC)	₱173,029.00
Mode of Procurement	Shopping B
PR No.	2022-1058
PR Date:	8/25/22
End-user:	City Health 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 **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.	Ballpen, ballpoint, black	200	Pcs		
2.	Carbon Paper, legal size, black 100's	8	Boxes		
3.	Correction Tape, 5 meters	200	Pcs		
4.	Folder long, good quality No. 14, 100's	8	Boxes		
5.	Long brown envelope	200	Pcs		
6.	Paper clip, small size, plastic coated	50	Boxes		
7.	Paper clip, big size, plastic coated	50	Boxes		
8.	Paper fastener, plastic, 50mm, 30sets/box	50	Boxes		
9.	Pencil lead with eraser, #2 12's/box	20	Boxes		
10.	Packing tape, brown, good quality, 2"	50	Rolls		
11.	Manila paper, good quality	50	Pcs		
12.	Transparent tape, good quality, 2"	50	Rolls		
13.	Masking tape, good quality, 2"	50	Rolls		
14.	Staple wire No. 35 heavy duty	200	Boxes		
15.	White board marker, black and blue	30	Pcs		
16.	Battery AA, 2's	10	Packs		
17.	Battery AAA, 2's	10	Packs		
18.	Sign pen (Uni fine line) 0.7, black	30	Pcs		

19.	Record book 300pp good quality 214mmx278mm	40	Pcs		
20.	Record book 500pp good quality 214mmx278mm	30	Pcs		
21.	Paper Multi Purpose A4 70gsm	100	Ream		
22.	Paper Multi Purpose Legal 80gsm size 226mmx330mm	300	Ream		
	<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