



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. _____

Procurement Title/Category: Office Supplies and Devices

RFQ No.	2022-598
RFQ Date:	9/9/2022
Approved Budget for the Contract (ABC)	₱80,990.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2022-1073 Lot 2: 2022-1086
PR Date:	9/1/22,9/2/22
End-user:	CPDO & TCFS

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 14, 2022**. Opening of quotation shall be held at **2 o'clock** in the afternoon of **September 15, 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
Lot 1	CPDO 2022-1073/9-2-22				
1.	Notebooks, 80 leaves, single line	160	Pcs.		
2.	Envelope, Expanding, kraftboard, Legal size docs.	160	Pcs.		
3.	Ballpen, Finepoint, Black, Gel pen	160	Pcs.		
4.	Paper, Multicopy, 80 gsm, A4, size: 210mm x 297mm	50	Reams		
5.	Paper, Multicopy, 80 gsm, Legal, size: 216mm x 330mm	50	Reams		
6.	Meta Cards, Assorted Color, 100's/pack	100	Packs		
7.	Marker, Permanent, Bullet type, Black, 12's/box	15	Boxes		
8.	Tape, Transparent, 1"	15	Pcs.		
9.	Tape, Masking, 2"	15	Pcs.		
10.	Data File Box with cover for legal Size Docs.	15	Pcs.		
11.	Manila Paper	50	Pcs.		
12.	Note Pad Stick on, 5 x 3"	100	Pads		
	<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



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Address: _____

Contact No. _____

Procurement Title/Category: Office Supplies and Devices

RFQ No.	2022-598
RFQ Date:	9/9/2022
Approved Budget for the Contract (ABC)	₱110,330.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2022-1073 Lot 2: 2022-1086
PR Date:	9/1/22,9/2/22
End-user:	CPDO & TCFS

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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 2	TCFS 2022-1086/9-2-22				
1.	Paper, A4, 70gsm Multipurpose	51	Ream		
2.	Paper, Sticker, Glossy, Legal 10pc/pack	30	Pack		
3.	Signpen, Blue/gel ink 0.5mm needle tip 12 pcs/box	10	Box		
4.	Signpen, Red/gel ink 0.5mm needle tip	5	Box		
5.	Signpen, Black/gel ink 0.5mm needle tip	10	Box		
6.	Pen Ball Point, Blue, 0.7, Sign Pen	20	Pcs		
7.	Stapler, Big, #35 w/Staple Remover	10	Pc		
8.	Tape, Transparent 1"	50	Roll		
9.	Tape, Double Adhesive 1"	50	Roll		
10.	Correction Tape, Film Base Type, UL 6m min, 5mm	50	Pc		
11.	Scissors, Symmetrical, Blade, Length 65mm min	14	Pc		
12.	Puncher, Big, Heavy duty w/Two Hole Guide	5	Pc		
13.	Calculator, Compact, 12 digits	5	Unit		
14.	Pencil, Lead w/Eraser, Wood, Hardness	5	Box		
15.	Sharpener, 2 Hole CH Prim Plastic 50 pcs/box	1	Box		

16.	Eraser, Plastic/Rubber, for Pencil Draft/Drawing mechanical	20	Pc		
17.	Illustration Board ¼	20	Pc		
18.	Plastic Certificate Holder, Long	200	Pc		
19.	Color Pastel, 8 pcs	20	Pack		
20.	Color Pastel, 16 pcs	20	Pack		
21.	Color Pastel, 32 pcs	20	Pack		
22.	Folder, White, Long, Size, 100's/pack	10	Ream		
23.	Tape, w/Foam 1"	20	Roll		
24.	Notepad, Stick-on 1x2	50	Pad		
25.	Notepad, Stick-on 2x3	50	Pad		
26.	White board 4x5	1	Pc		
27.	Plastic Certificate Holder, A4	200	Pc		
28.	Construction Paper by 20s	50	Pack		
	<i>xxxxx nothing follows xxxxx</i>	GRAND TOTAL:			

Brand & Model: _____ Warranty: _____
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