



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

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 26, 2022**. Opening of quotation shall be held at **2 o'clock** in the afternoon of **September 27, 2022**.

| | |
|--|---|
| RFQ No. | 2022-617 |
| RFQ Date: | 9/20/2022 |
| Approved Budget for the Contract (ABC) | P42,370.00 |
| Mode of Procurement | Shopping B |
| PR No. | Lot 1: 2022-1102 Lot 2: 2022-1095 Lot 3: 2022-1096 |
| PR Date: | 9/6/22, 9/6/22 & 9/5/22 |
| End-user: | LRA-Registry of Deeds of Tacloban City, City Population Office & TCCC |

Sgd. JONATHAN R. HIJADA
BAC Chairman

Terms & Conditions:

- All entries must either be typewritten or legibly handwritten;
- Delivery Period: within (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 the 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 | LRA-Registry of Deeds of Tacloban City | | | | |
| 1. | Bond Paper, multi copy, legal, 80 gsm, size 216mmx330mm | 50 | Ream | | |
| 2. | Bond Paper, multi copy, A4, 80 gsm, size 210mmx279mm | 50 | Ream | | |
| 3. | Sign Pen, Blue, Liquid Gel Ink, 0.5mm, needle top | 100 | Pcs. | | |
| 4. | Sign Pen, Black, Liquid Gel Ink, 0.5mm, needle top | 100 | Pcs. | | |
| 5. | Envelope, Plastic, no handle, long, transparent | 500 | Pcs. | | |
| 6. | Envelope, Mailing White, 80 gsm (-5%) Long 500 Pcs./Box | 2 | Box | | |
| 7. | Isopropyl Alcohol, Alcohol 70%, Isopropyl, 500 ml | 20 | Bottles | | |
| 8. | Alcohol, Rubbing 500 ml, Ethyl, 68%-70% Scented 500 ml | 20 | Bottles | | |
| 9. | Staple Wire, Standard (2616) | 20 | Boxes | | |
| 10. | Air Freshener Spray, Aerosol, 280ml/150g min | 2 | Pcs. | | |
| 11. | Tape, Transparent Tape 2" | 10 | Rolls | | |

| | | | | | |
|-----|---|--------------|------|--|--|
| 12. | Rubber Band, All Purpose, Transparent harvest Color, No. 18 | 4 | Box | | |
| 13. | Mop Head, Made of Cotton, Absorbent with Handle | 4 | 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



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| | |
|--|---|
| RFQ No. | 2022-617 |
| RFQ Date: | 9/20/2022 |
| Approved Budget for the Contract (ABC) | ₱31,299.00 |
| Mode of Procurement | Shopping B |
| PR No. | Lot 1: 2022-1102 Lot 2: 2022-1095 Lot 3: 2022-1096 |
| PR Date: | 9/6/22,9/6/22 & 9/5/22 |
| End-user: | LRA-Registry of Deeds of Tacloban City, City Population Office & TCCC |

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| ITEM NO. | ITEMS & DESCRIPTION | QTY | UNIT | UNIT PRICE | TOTAL PRICE |
|--------------|---|--------------|-------|------------|-------------|
| Lot 2 | City Population Office 2022-1095/9-5-22 | | | | |
| 1. | Paper, Multi-Purpose, A4, 70 gsm,210mmx297mm | 35 | Reams | | |
| 2. | Paper, Multi-Purpose, Legal, 70 gsm,216mmx330mm | 40 | Reams | | |
| 3. | Carbon Paper, Black, Legal Size | 5 | Boxes | | |
| 4. | Folder, Tagboard, Legal 100 pcs/pack | 3 | Packs | | |
| 5. | Folder, Tagboard, Short 100 pcs/pack | 4 | Packs | | |
| 6. | Marker, Flourescent, 3 Assorted Colors per set | 3 | Sets | | |
| 7. | Marker, Whiteboard Pen, Black | 20 | Pcs. | | |
| 8. | Pen Ballpen, 0.5mm, 12's/box | 10 | Boxes | | |
| | <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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| | |
|--|---|
| RFQ No. | 2022-617 |
| RFQ Date: | 9/20/2022 |
| Approved Budget for the Contract (ABC) | ₱12,260.00 |
| Mode of Procurement | Shopping B |
| PR No. | Lot 1: 2022-1102 Lot 2: 2022-1095 Lot 3: 2022-1096 |
| PR Date: | 9/6/22, 9/6/22 & 9/5/22 |
| End-user: | LRA-Registry of Deeds of Tacloban City, City Population Office & TCCC |

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| ITEM NO. | ITEMS & DESCRIPTION | QTY | UNIT | UNIT PRICE | TOTAL PRICE |
|--------------|--|-----|------|------------|-------------|
| Lot 3 | TCCC 2022-1096/9-5-22 | | | | |
| 1. | Carbon film, PE, black, 220mm x 297mm, 100 sheets/pack | 1 | Box | | |
| 2. | Correction tape, 5mm | 10 | PC | | |
| 3. | Fastener, plastic, 25mm, 50sets/box | 2 | BOX | | |
| 4. | Folder, white, legal size, 100pcs/pack | 1 | PACK | | |
| 5. | Folder, sliding, assorted color, long, 12's/pack | 2 | PACK | | |
| 6. | Glue, all purpose, 118grams | 4 | JAR | | |
| 7. | Marker, flourescent , assorted color | 10 | PC | | |
| 8. | Marker, permanent, black, bullet typE | 4 | PC | | |
| 9. | Marker, whiteboard, black, bullet | 4 | PC | | |
| 10. | Marker, whiteboard, blue, bullet | 4 | PC | | |
| 11. | Marker, whiteboard, red, bullet | 4 | PC | | |
| 12. | Notepad, stick on, "SIGN HERE") | 4 | PAD | | |
| 13. | Notepad, stick on, 2"x3" min | 4 | PAD | | |
| 14. | Paper clip, vinyl/plastic coat, jumbo | 2 | BOX | | |

| | | | | | |
|-----|---|----|--------------|--|--|
| 15. | Paper, multi-purpose, A4, 70gsm | 4 | REAM | | |
| 16. | Bondpaper, multi-purpose, legal 70gsm | 15 | REAM | | |
| 17. | Photopaper, legal, glossy, 10's/pack | 1 | PACK | | |
| 18. | Ballpen, black, fine point, 50's/box | 1 | BOX | | |
| 19. | Sign pen, black, 0.7 | 12 | PC | | |
| 20. | Record book, 500 pages, 169mm x 280mm min, 60 gsm | 4 | PC | | |
| 21. | Staple wire, #35 | 5 | BOX | | |
| 22. | Tape, Transparent tape 1" | 10 | ROLL | | |
| 23. | Tape, Transparent tape 2" | 10 | ROLL | | |
| | <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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