



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.	2022-721
RFQ Date:	9/28/2022
Approved Budget for the Contract (ABC)	P173,863.50
Mode of Procurement	Shopping B
PR No.	Lot 1: 2022-1195 Lot 2: 2022-1193 Lot 3: 2022-1150
PR Date:	9/19/22,9/16/22,9/12/22
End-user:	SP,CASSO & OSCA

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 **October 3, 2022**. Opening of quotation shall be held at **2 o'clock** in the afternoon of **October 4, 2022**.

**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	<b>SP 2022-1195/9-19-22</b>				
1.	Pen, ballpen, black, 12's/box	5	Box		
2.	Board, marker, black	10	Piece		
3.	Paper multicopy 80gsm 210mmx297mm, A4	100	Ream		
4.	Paper multicopy 80gsm 216mmx330mm, legal	230	Ream		
5.	Carbon film, black 216mmx330mm, legal 100 sheets/pad	10	Box		
6.	Correction tape, film base, 6m min, 5mm	60	Piece		
7.	Cutter, knife, for general purpose	15	Piece		
8.	Envelope, expanding for legal size, kraft board, 100 pcs./box	2	Box		
9.	Envelope, expanding plastic, 0.50mm thickness	20	Piece		
10.	Duct tape, 2"	20	Roll		
11.	Marker, flourscent,	20	Set		
12.	Index card, ½, 5x8, 100 pcs/pad	10	Pads		
13.	Tape, masking 48mm	30	Roll		
14.	Paper fastener, plastic 70mm	30	Box		
15.	Marker, permanent, black, bullet type	50	Piece		

16.	Puncher, paper, heavy duty, two hole guide	10	Piece		
17.	Scissors, symmetrical blade, 65mm	20	Piece		
18.	Tape, transparent 24mm	15	Roll		
19.	Tape transparent 48mm	15	Roll		
20.	Sign pen, 1.0, 12 pcs./box	30	Piece		
21.	Stamp pad, felt, bed dimension: 60mmx100mm	20	Piece		
22.	Stam pad ink, black or violet, 30 ml	20	Bottle		
23.	Staple wire, standard, (16/6)	100	Box		
24.	Stapler, standard type, 200 staples, heavy duty	25	Piece		
25.	Note pad, stick on, 3x4	15	Pad		
26.	USB flash drive, 32GB	15	Piece		
27.	Roller ball refill, m, 0.7, 9JB, black	20	Piece		
28.	Roller ball refill, m, 0.7, 9JB, blue	20	Piece		
	<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.

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 Printed Name/Signature/Date

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Company Name/Supplier: \_\_\_\_\_

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

Procurement Title/Category: Office Supplies and Devices

RFQ No.	2022-721
RFQ Date:	9/28/2022
Approved Budget for the Contract (ABC)	₱98,385.25
Mode of Procurement	Shopping B
PR No.	Lot 1: 2022-1195 Lot 2: 2022-1193 Lot 3: 2022-1150
PR Date:	9/19/22,9/16/22,9/12/22
End-user:	SP,CASSO & OSCA

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**Sgd. JONATHAN R. HIJADA**  
BAC Chairman

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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 2	<b>CASSO 2022-1193/9-16-22</b>				
1.	Calculator-(12 Digits, Solar and Battery)	3	Pcs		
2.	Paper Clip (small vinyl coated)	5	Pcs		
3.	Paper Clip (Jumbo vinyl coated)	5	Pcs		
4.	Envelope (Brown Envelope Legal size) 100's/box	1	Box		
5.	Envelope (Brown Envelope A4) 100's/box	1	Box		
6.	Envelope-Expanding Plastic Envelope long w/holder	25	Pcs		
7.	Fastener (Plastic 25mm) 50 sets/box	5	Boxes		
8.	Folder-white 14pts. Short 100's/bundle	1	Bundles		
9.	Folder-white 14pts. Long 100's/bundle	2	Bundles		
10.	Marker, Fluorescent (Assorted Colors) 3 color/set	5	Sets		
11.	Marker, Permanent (Black), bullet type	3	Pcs		
12.	Marker, Permanent (Red) bullet type	2	Pcs		
13.	Marker, Whiteboard Black, bullet type	2	Pcs		
14.	Paper A3L 100 g/m2 297x420mm 500 sheets	4	Reams		
15.	Paper-Multicopy 80gsm A4	100	Reams		

16.	Paper-Multicopy 80gsm Legal	100	Reams		
17.	Bond Paper Green (Long)	8	Reams		
18.	Bond Paper Yellow (Long)	5	Reams		
19.	Bond Paper Pink (Long)	8	Reams		
20.	Bond Paper Blue (Long)	6	Reams		
21.	Mimeo Paper Long	5	Reams		
22.	Mimeo Paper short	5	Reams		
23.	Yellow Pad paper	3	Pads		
24.	Carbon Paper (Legal) 100's/box	2	Boxes		
25.	Carbon Paper (A4) 100's/box	3	Boxes		
26.	Paste Jar w/applicator, 200g	3	Jars		
27.	Ballpen (Black, 12's/box)	15	Boxes		
28.	Ballpen (Red, 12's/box)	2	Boxes		
29.	Sign Pen (Black), 1.0 mm, Gel ink	12	Pcs		
30.	Pencil # 1 & 2 12pcs/box	14	Boxes		
31.	Rubber Band (Big) (#18) 225 grms.	3	Box		
32.	Staple Wire, for Heavy Duty (23/13)	10	Boxes		
33.	Stapler, Heavy Duty #35	6	Pcs		
34.	Tape-Transparent 2"	5	Rolls		
35.	Tape-Transparent 1"	5	Rolls		
36.	Tape-Masking Tape 2"	5	Rolls		
37.	Measuring Tape 50 mtrs	3	Pcx		
38.	Correction Tape 12mm	50	Pcs		
39.	Rubber Stamp Ink/Flash Ink (blue) 28ml	7	Btls		
40.	Battery Dry Cell AA 2pcs/blister pack	2	Pck		
41.	Scissor, Symmetrical, Blade, Length	6	Pcs		
42.	Pencil Lead (Mechanical) 0.5mm 12pcs/tube	6	Tube		
	<i>xxxxx nothing follows xxxxx</i>	GRAND TOTAL:			

Brand & Model: \_\_\_\_\_ Warranty: \_\_\_\_\_  
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Procurement Title/Category: Office Supplies and Devices

RFQ No.	2022-721
RFQ Date:	9/28/2022
Approved Budget for the Contract (ABC)	₱33,714.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2022-1195 Lot 2: 2022-1193 Lot 3: 2022-1150
PR Date:	9/19/22,9/16/22,9/12/22
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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 3	<b>OSCA 2022-1150/9-12-22</b>				
1.	Glue, All-Purpose, Gross Weight: 130 grams	10	Jar		
2.	Paper, Multi-Purpose (COPY) Legal, 70gsm	15	Reams		
3.	Paper, Multi-Purpose (COPY) A4, 70gsm	10	Reams		
4.	Correction Tape, Film base type, 5mm x 8mm	20	Piece		
5.	Correction Tape, Film base type, 5mm x 12mm	20	Piece		
6.	Paper, Photo Paper, Glossy A4	20	Pack		
7.	Pen, Ballpen, Black, 0.5mm, 12's/box	10	Box		
8.	Thumbtacks	30	Box		
9.	Sign Pen, Black, liquid/gel ink, 0.5mm needle tip	50	Piece		
10.	Sign Pen, Blue, liquid/gel ink, 0.5mm needle tip	20	Piece		
11.	Stapler, Standard Type, load cap: 200 staples min	5	Piece		
12.	Staple Wire, for heavy duty staplers, No.35	10	Box		
13.	Staple Wire, for heavy duty staplers, No.10	10	Box		
14.	Cartolina, 20pcs/pack, White	5	Pack		
15.	Cartolina, 20pcs/pack, Assorted Colors	6	Pack		

16.	Envelope, Plastic, 0.50mm thickness min, transparent, without handle	100	Piece		
17.	Fastener, Metal, 70mm between prongs	10	Box		
18.	Fastener, Plastic, 25mm, 50 sets/box	20	Box		
19.	Clearbook, 20 Transparent Pockets, for Legal Size	15	Piece		
20.	White Folder, for Legal Size Documents	2	Pack		
	<i>xxxxx nothing follows xxxxx</i>	GRAND TOTAL:			

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