



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.	2022-739
RFQ Date:	9/30/2022
Approved Budget for the Contract (ABC)	P102,611.50
Mode of Procurement	Shopping B
PR No.	2022-1210
PR Date:	9/20/22
End-user:	SP

Procurement Title/Category: Janitorial Supplies

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 5, 2022**. Opening of quotation shall be held at **2 o'clock** in the afternoon of **October 6, 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
1.	Air freshener, aerosol 280ml/150g	20	Can		
2.	Alcohol, isoprophyl, 70% scented, 500ml	100	Bottle		
3.	Broom, soft (tambo)	25	Piece		
4.	Broom, stick (ting ting) 760mm	5	Piece		
5.	Cleaner, toilet bowl, 1000ml	10	Bottle		
6.	Detergent powder, all purpose 1kg.	50	Pouch		
7.	Dust pan, plastic, w handle, large	10	Piece		
8.	Mop squeezer	5	Piece		
9.	Furniture, cleaner, aerosol type, 300ml	15	Can		
10.	Insecticide, aerosol type, 420ml min	10	Can		
11.	Mop head, made of rayon, 400 grms.	10	Piece		
12.	Garbage bag, xxl, black, 100/pck	25	Roll		
13.	Bleach, liquid, original scent 500ml, 4ltrs./gals.	20	Bottles		
14.	Dishwashing liquid, 250ml	10	Bottles		
15.	Dishwashing paste, 250grms.	10	Piece		
16.	Fabric conditioner, sachet, 33ml, 12 pcs./doz.	10	Dozen		
17.	Glass cleaner, 500ml	25	Bottle		

18.	Toilet deodorant, 50gsm 3's box	30	Packs		
19.	Paper, towel roll, 11x6", 3ply	150	Packs		
20.	Floor rug, standard, fiber cloth	15	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.

\_\_\_\_\_  
 Printed Name/Signature/Date

\_\_\_\_\_  
 Contact Number