



Republika ng Pilipinas
PAMAHALAANG LUNGSOD NG TACLOBAN
(City Government of Tacloban)
Kanhuraw Hill, Tacloban City 6500

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

3rd Canvassing

Company Name/Supplier: _____

Address: _____

Contact No. _____

RFQ No.	2022-721(2)
RFQ Date:	11/4/2022
Approved Budget for the Contract (ABC)	P98,385.25
Mode of Procurement	Shopping B
PR No.	Lot 2: 2022-1193
PR Date:	9/16/22
End-user:	CASSO

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 **November 9, 2022**. Opening of quotation shall be held at **2 o'clock** in the afternoon of **November 10, 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 2	CASSO 2022-1193/9-16-22				
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 FCH tip	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	Pcs		
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: _____
 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