



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.	2022-823
RFQ Date:	10/28/2022
Approved Budget for the Contract (ABC)	P1,394.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2022-1358 Lot 2: 2022-1318
PR Date:	10/18/22&10/13/22
End-user:	CHCDO & CDRRMO

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 3, 2022**. Opening of quotation shall be held at **2 o'clock** in the afternoon of **November 3, 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	CHCDO 2022-1358/10-18-22				
1.	Tape, Transparent, width: 48mm	7	Pcs		
2.	Ball Pen 0.5mm, 12's/box	5	Box		
3.	Stamp pad 60mm x 100mm	3	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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Address: _____

Contact No. _____

Procurement Title/Category: Office Supplies and Devices

RFQ No.	2022-823
RFQ Date:	10/28/2022
Approved Budget for the Contract (ABC)	₱99,970.50
Mode of Procurement	Shopping B
PR No.	Lot 1: 2022-1358 Lot 2: 2022-1318
PR Date:	10/18/22&10/13/22
End-user:	CHCDO & CDRRMO

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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 2	CDRRMO 2022-1318/10-13-22				
1.	Fastener, plastic, 25mm, 50 sets/box	20	Boxes		
2.	Folder, Tagboard, for legal size documents	7	Packs		
3.	Glue, All Purpose, Gross Weight: 250grams	20	Bottles		
4.	Marker, Permanent, Bullet Type, Black	25	Pcs.		
5.	Marker, whiteboard, black, bullet type	20	Pcs.		
6.	Note Pad, stick on, 76mm x 76mm (3"x3")min	20	Pads		
7.	Note Pad, Stick On 5x3"	20	Pads		
8.	Paper Clip, vinyl plastic coat, length: 32mm	15	Boxes		
9.	Paper Clip, vinyl plastic coat, length: 48mm	15	Boxes		
10.	Paper, Multi-purpose, legal, 70gsm	30	Reams		
11.	Paper, Multipurpose, A4, 70gsm	30	Reams		
12.	Paper, Multipurpose, short, 70gsm	30	Reams		
13.	Paper, Photo Paper, Glossy, A4	20	Packs		
14.	Paper, Sticker, Glossy, Legal, 10pcs/pack	20	Packs		
15.	Sign Pen, 0.3 & 0.4	20	Packs		
16.	Pen, Ballpen, Black, 0.5MM 12's/box	30	Boxes		

17.	Puncher, paper, heavy duty, w/two hole guide	2	Pcs.		
18.	Record Book, 300 pages, size 214mmx278mm	10	Pcs.		
19.	Record Book, 500 pages, size 214mmx278mm	10	Pcs.		
20.	Rubber Band, 70mm min lay flat length #18, 45g	10	Rolls		
21.	Scissor, symmetrical, blade length: 65mm, 2.5"	10	Pcs.		
22.	Stamp Pad ink, purple or violet	5	Bottles		
23.	Staple Wire, for heavy duty staplers, No. 35	30	Boxes		
24.	Stapler, Standard Type, Load Cap: 200 staples	3	Pcs.		
25.	Tape, Masking, width: 24mm (1mm)	20	Roll		
26.	Tape, Masking, width: 48mm (1mm)	20	Rolls		
27.	Tape, Packaging, width: 48mm (1mm)	20	rolls		
28.	Tape, Transparent, width: 24mm (1mm)	20	Rolls		
29.	Tape, Transparent, width: 48mm (1mm)	20	Rolls		
30.	Battery, dry cell, AA 2 pcs./blister pack	100	Packs		
31.	Calculator, compact, 12 digits	2	Units		
32.	Carbon Film, PE, black, size 216mm x 330 mm, legal	2	Boxes		
33.	Clip, blackfold, all metal, clamping: 19mm (-1mm)	7	Boxes		
34.	Clip, blackfold, all metal, clamping: 32mm (-1mm)	5	Boxes		
35.	Correction Tape, film base type 5mm x 12m	50	Pcs.		
36.	Cutter, heavy duty, big	5	Pcs.		
37.	Cutter Blade, for heavy duty cutter, Big	5	Tube		
38.	Data File Box, made of chipboard, w/closed ends	5	Pcs.		
39.	Envelope, documentary, for legal size document	100	Pc.		
40.	Envelope, Expanding, kraftboard, for legal size doc	30	Pcs.		
41.	Push pins	10	Boxes		
42.	Ruler, plastic, width: 38mm	5	Pcs.		
43.	Filing Tray, Steel, 3 layers	8	Pcs.		
	<i>xxxxx nothing follows xxxxx</i>	GRAND TOTAL:			

Brand & Model: _____ Warranty: _____
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