



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.	2022-849
RFQ Date:	11/4/2022
Approved Budget for the Contract (ABC)	P46,129.95
Mode of Procurement	Shopping B
PR No.	Lot 1: 2022-1369 Lot 2: 2022-1331
PR Date:	10/19/22 & 10/14/22
End-user:	CASSO & CGSO

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 1	CASSO 2022-1369/10-19-22				
1.	Paper Clip (Small vinyl coated) 32mm	5	Pcs		
2.	Paper Clip (jumbo vinyl coated) 48mm	5	Pcs		
3.	Fastener (Plastic 25mm) 50 sets/box	5	Boxes		
4.	Folder-white 14pts. Short 100's/bundle	1	Bundle		
5.	Marker, Fluorescent (Assorted Colors) 3 color/set	6	Sets		
6.	Marker, Permanent (Black), bullet type	3	Pcs		
7.	Marker, Permanent (Red) bullet type	2	Pcs		
8.	Marker, Whiteboard Black, bullet type FCH tip	2	Pcs		
9.	Paper-Multicopy 80gsm A4	60	Reams		
10.	Paper-Multicopy 80gsm Legal	26	Reams		
11.	Mimeo Paper Long	5	Reams		
12.	Mimeo Paper Short	5	Reams		
13.	Yellow Pad paper	3	Pads		
14.	Carbon Paper (Legal) 100's/box	1	Box		
15.	Carbon Paper (A4) 100's/box	1	Box		
16.	Paste Jar w/applicator, 200g	3	Jars		

17.	Ballpen (Black, 12's/box) 0.55 mm	15	Boxes		
18.	Ballpen (Red, 12's/box) 0.55mm	2	Boxes		
19.	Sign Pen (Black), 1.0 mm, Gel Ink	30	Pcs		
20.	Pencil # 1 & 2 12pcs/box	5	Boxes		
21.	Rubber Band (Big) (#18) 225 grms.	2	Boxes		
22.	Staple Wire, for Heavy Duty #13	5	Boxes		
23.	Tape-Transparent 2"	5	Rolls		
24.	Tape-Transparent 1"	5	Rolls		
25.	Tape-Masking Tape 2"	5	Rolls		
26.	Correction Tape 12mm	50	Pcs		
27.	Rubber Stamp Ink/Flash Ink (blue) 28ml	3	Btls		
28.	Battery Dry Cell AA 2pcs/blister pack	2	Pck		
29.	Scissor, Symmetrical, Blade, Length: 65mm min	6	Pcs		
30.	Pencil Lead (Mechanical) 0.5mm 12pcs/tube	5	Tube		
31.	Correction Fluid 15 ml	6	Btls		
32.	Note Pad 50mm x 76mm (2" 3")	6	Pads		
33.	Envelope, Expanding, Plastic, 0.50mm thickness min. transparent, with handle, Long	20	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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Procurement Title/Category: Office Supplies and Devices

RFQ No.	2022-849
RFQ Date:	11/4/2022
Approved Budget for the Contract (ABC)	₱329,585.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2022-1369 Lot 2: 2022-1331
PR Date:	10/19/22 & 10/14/22
End-user:	CASSO & CGSO

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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 2	CGSO 2022-1331/10-14-22				
1.	Battery AA, 2 pcs, per blister	30	Pack		
2.	Battery AAA, 2pcs per blister	30	Pack		
3.	Board, vellum, 8.5x11, 220gms, 10sheet/pack, cream	40	Pack		
4.	Bond Paper, Colored, long, blue 80gsm	5	Ream		
5.	Cartolina, white, black, 120grms, 20pcs/pack	4	Pack		
6.	Clear book, 20pages, legal size	10	Pcs		
7.	Correction tape, 5mm	350	Pcs		
8.	Cutter big, heavy duty big	10	Pcs		
9.	Cutter, blade, bi, 10pcs/tube	20	Tube		
10.	Envelope, expanding, kraftboard, legal, 100pc/box	4	Box		
11.	Plastic envelope long, transparent	300	Pcs		
12.	USB Flash drive 32GB	15	Pcs		
13.	Folder, Clear, long	300	Pcs		
14.	Folder, Clear, A4	50	Pcs		
15.	Folder, tagboard, A4, 100pcs/pack	10	Pack		

16.	Folder, tagboard, legal, 100pcs/pack	20	Pack		
17.	Glue, All, Purpose, Gross weight: 130grams/btl	24	Btl		
18.	Marker, fluorescent, 3 assorted colors per set	40	Set		
19.	Marker, permanent pen, felt tip, black, 12's	2	Box		
20.	Marker, permanent pen, felt tip, blue, 12's	2	Box		
21.	Paper, mimeo, legal 80gsm	60	Ream		
22.	Paper, Multicopy, A4, 80gsm, size 210mmx297mm	100	Ream		
23.	Paper, multicopy, legal, 80gsm, size 216mmx330mm	300	Ream		
24.	Paper, sticker, legal, 10pc/pack	40	Pack		
25.	Paper, specialty, cream, long, 20pc/pack	20	Pack		
26.	Pen, ball point, black, 0.5mm, 12's/box	70	Box		
27.	Plastic ring, 2" Binder	100	Pcs		
28.	Record book, 300 pages, 214mm x 278mm min	30	Pcs		
29.	Record book, 500pages, 214mm x 278mm min	70	Pcs		
30.	Puncher HD 2 hole	5	Pcs		
31.	Post-it note 3x4	50	Pcs		
32.	Sign here sticker, assorted color	50	Pad		
33.	Sign pen, black, liquid gel ink, 0.5mm	200	Pcs		
34.	Sign pen, black, 1.0mm, gel impact	50	Pcs		
35.	Tape, masking tape 1"	40	Roll		
36.	Tape, masking 2"	50	Roll		
37.	Tape, packaging tape 2"	20	Roll		
38.	Tape, transparent tape 1"	50	Roll		
39.	Tape, transparent tape 2"	50	Roll		
	<i>xxxxx nothing follows xxxxx</i>	GRAND TOTAL:			

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