



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

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

4th Canvassing

Company Name/Supplier: _____

Address: _____

Contact No. _____

| | |
|--|-------------|
| RFQ No. | 2022-567(3) |
| RFQ Date: | 12/13/2022 |
| Approved Budget for the Contract (ABC) | ₱55,650.00 |
| Mode of Procurement | Shopping B |
| PR No. | 2022-1049 |
| PR Date: | 8/23/22 |
| End-user: | CVO |

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 **December 19, 2022**. Opening of quotation shall be held at **2 o'clock** in the afternoon of **December 20, 2022**.

Sgd. JONATHAN R. HIJADA
BAC Chairman

Terms & Conditions:

- All entries must either be typewritten or legibly handwritten;
- Delivery Period: On or before December 28, 2022 3PM 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 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. | Sign Pen black (Ball point) 0.7mm | 50 | Pcs | | |
| 2. | Paper Multicopy Legal 216mmX330mm 80.gsm | 50 | Reams | | |
| 3. | Paper Multicopy A4 210mmX297mm 80.gsm | 46 | Reams | | |
| 4. | Paper Colored Bond paper Legal 216mmx330mm 80gsm | 30 | Reams | | |
| 5. | Fastener Plastic 25mm 50's box | 10 | Box | | |
| 6. | Permanent Bullet type, Marker Black | 10 | Pcs | | |
| 7. | Pencil, lead w/eraser, wood cased 12's/box | 2 | Box | | |
| 8. | Scissors | 10 | Pcs | | |
| 9. | White board Marker black bullet type, felt tip | 10 | Pcs | | |
| 10. | Staple Wire#35 | 10 | Bxs | | |
| 11. | Carbon Fil, PE Black Size 210mmx297mm 100's | 4 | Box | | |
| 12. | Carbon Fil, PE Black Size 216mmx330mm 100's | 4 | Box | | |
| 13. | Correction Tape Film base, 500mm x 8m | 20 | Pcs | | |
| 14. | Folder, Legal size documents 100's | 6 | Bundle | | |
| 15. | Folder, A4 size documents 100's | 6 | Bundle | | |
| 16. | Rubber Band 350grms | 1 | Box | | |

| | | | | | |
|-----|---|-----------------|------|--|--|
| 17. | Masking Tape 2'width, length 50meters | 6 | Roll | | |
| 18. | Scotch Tape 1inch | 6 | Roll | | |
| 19. | Glue All purpose, 118ml | 5 | Btls | | |
| 20. | Cartolina Assorted 20's/pack | 3 | Pcks | | |
| 21. | Pen, Ball Pen, black 0.5mm 12pcs/box | 10 | Box | | |
| 22. | Pen, Ball Pen, Blue 0.5mm 12pcs/box | 10 | Box | | |
| 23. | Pen, Ball Pen, black 0.5mm 12pcs/box Sign Pen | 5 | Box | | |
| 24. | Plastic Twine | 6 | Roll | | |
| | <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