



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

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 21, 2022**. Opening of quotation shall be held at **2 o'clock** in the afternoon of **November 22, 2022**.

RFQ No.	2022-875
RFQ Date:	11/16/2022
Approved Budget for the Contract (ABC)	P40,940.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2022-1389 Lot 2: 2022-1423 Lot 3: 2022-1410 Lot 4: 2022-1409 Lot 5: 2022-1408 Lot 6: 2022-1419 Lot 7: 2022-1420 Lot 8: 2022-1414 Lot 9: 2022-1413 Lot 10: 2022-1416 Lot 11: 2022-1412 Lot 12: 2022-1415 Lot 13: 2022-1417 Lot 14: 2022-1418
PR Date:	10/24/22, 11/3/22, 10/27/22&11/2/22
End-user:	CPDO, City Auditor's Office, City population Office & CSWDO

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	CPDO 2022-1389/10-24-22				
1.	Paper, multicopy, 80 gsm, legal Size	20	Reams		
2.	Pen, ballpen, black, 0.5mm, 12's/box	10	Boxes		
3.	Pencil, with eraser, XL No. 2, 12's/pack	10	Boxes		
4.	Clipboard, plastic, legal size, 216mmx330mm	368	Pcs		
5.	Expanding envelope, long	50	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.

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RFQ No.	2022-875
RFQ Date:	11/15/2022
Approved Budget for the Contract (ABC)	₱19,617.50
Mode of Procurement	Shopping B
PR No.	Lot 1: 2022-1389 Lot 2: 2022-1423 Lot 3: 2022-1410 Lot 4: 2022-1409 Lot 5: 2022-1408 Lot 6: 2022-1419 Lot 7: 2022-1420 Lot 8: 2022-1414 Lot 9: 2022-1413 Lot 10: 2022-1416 Lot 11: 2022-1412 Lot 12: 2022-1415 Lot 13: 2022-1417 Lot 14: 2022-1418
PR Date:	10/24/22, 11/3/22, 10/27/22&11/2/22
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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 2	City Auditor's Office 2022-1423/11-3-22				
1.	CORRECTION TAPE, film base type, UL 6m min	6	Pcs		
2.	BOND PAPER, Multicopy long 80 gsm	10	Ream		
3.	BOND PAPER, Multicopy A4 80 gsm	8	Ream		
4.	BOND PAPER, Multicopy short 80 gsm	10	Ream		
5.	Envelope Mailing White 80gsm (-5%) Long, 500/Box	1	Box		
6.	GLUE, all purpose, gross weight 130 grams min/btl	2	Jar		
7.	MARKER, FLUORESCENT, 3 assorted colors per set	3	Set		
8.	MARKER, PERMANENT, bullet type, black	3	Pcs		
9.	MARKER, PERMANENT, bullet type, blue	3	Pcs		
10.	MARKER, PERMANENT, bullet type, red	3	Pcs		

11.	PAPER CLIP, vinyl/plastic coat, length: 48mm min	3	Box		
12.	PENCIL, lead, w/eraser, wood cased hardness: 12 pcs/pack	2	Box		
13.	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	10	Pcs		
14.	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	10	Pcs		
15.	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	10	Pcs		
16.	Plastic Paper Fastener	5	Box		
17.	Ring Binder 19MMX1.2M(3/4"x44") Plastic	15	Pcs		
18.	Ring Binder 24MMX1.2M(1"x44") Plastic	15	Pcs		
19.	Ring Binder 48MMX1.2M(2"x44") Plastic	15	Pcs		
20.	Ring Binder 12MMX1.2M(1/2"x44") Plastic	15	Pcs		
21.	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	10	Pads		
22.	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	10	Pads		
23.	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	10	Pads		
24.	"Sign Here" Sticky Notes-Film Index 1.2 x 4.5	10	Pads		
	<i>xxxxx nothing follows xxxxx</i>	GRAND TOTAL:			

Brand & Model: _____ Warranty: _____

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BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

1st Canvassing

Company Name/Supplier: _____

Address: _____

Contact No. _____

Procurement Title/Category: Office Supplies and Devices

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RFQ No.	2022-875
RFQ Date:	11/15/2022
Approved Budget for the Contract (ABC)	₱8,181.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2022-1389 Lot 2: 2022-1423 Lot 3: 2022-1410 Lot 4: 2022-1409 Lot 5: 2022-1408 Lot 6: 2022-1419 Lot 7: 2022-1420 Lot 8: 2022-1414 Lot 9: 2022-1413 Lot 10: 2022-1416 Lot 11: 2022-1412 Lot 12: 2022-1415 Lot 13: 2022-1417 Lot 14: 2022-1418
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BAC Chairman

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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 3	City Population Office 2022-1410/10-27-22				
1.	Expanding Envelope, long, without Handle	60	Pcs.		
2.	Pen Ballpen, 0.5mm, 12's/box	6	Boxes		
3.	Paper, Bond, Legal Size, 70gsm, 8.5" x 13" Size	2	Ream		
4.	Notebook, Stenographer, Spiral, 40 leaves	32	Pcs.		
5.	Masking Tape, 1"	4	Rolls		
6.	Permanent Marker (Black & Blue)	16	Pcs.		
7.	Metacards, assorted colors, cut 4" x 7", 100 pcs./pack	10	Packs		
8.	Specialty Paper, 500 pcs./ream, long	1	Ream		

	<i>xxxxx nothing follows xxxxx</i>	GRAND TOTAL:			
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RFQ No.	2022-875
RFQ Date:	11/16/2022
Approved Budget for the Contract (ABC)	₱4,970.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2022-1389 Lot 2: 2022-1423 Lot 3: 2022-1410 Lot 4: 2022-1409 Lot 5: 2022-1408 Lot 6: 2022-1419 Lot 7: 2022-1420 Lot 8: 2022-1414 Lot 9: 2022-1413 Lot 10: 2022-1416 Lot 11: 2022-1412 Lot 12: 2022-1415 Lot 13: 2022-1417 Lot 14: 2022-1418
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Lot 4	City Population Office 2022-1409/10-27-22				
1.	Expanding Envelope, long, without Handle	50	Pcs.		
2.	Sign Pen, 0.5	50	Pcs.		
3.	Paper, Bond, Letter Size, 70gsm, 8.5" x 11" Size	2	Ream		
4.	Manila Paper	10	Pcs.		
5.	Permanent Marker (Black & Blue)	10	Pcs.		
6.	Masking Tape, 1"	2	Rolls		
7.	Metacards, assorted colors, cut 4" x 7", 100 pcs./pack	5	Packs		
	<i>xxxxx nothing follows xxxxx</i>	GRAND TOTAL:			

Brand & Model: _____ Warranty: _____
Delivery Period: _____ days upon receipt of the PO Price valid until: _____

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RFQ No.	2022-875
RFQ Date:	11/16/2022
Approved Budget for the Contract (ABC)	₱5,741.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2022-1389 Lot 2: 2022-1423 Lot 3: 2022-1410 Lot 4: 2022-1409 Lot 5: 2022-1408 Lot 6: 2022-1419 Lot 7: 2022-1420 Lot 8: 2022-1414 Lot 9: 2022-1413 Lot 10: 2022-1416 Lot 11: 2022-1412 Lot 12: 2022-1415 Lot 13: 2022-1417 Lot 14: 2022-1418
PR Date:	10/24/22, 11/3/22, 10/27/22&11/2/22
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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 5	City Population Office 2022-1408/10-27-22				
1.	Expanding Envelope, long, without Handle	20	Pcs.		
2.	Pen Ballpen, 0.5mm, 12's/box	2	Boxes		
3.	Paper, Bond, Letter Size, 70gsm, 8.5" x 11" Size	2	Reams		
4.	Colored Bond Paper, short in size, 70 gsm	1	Ream		
5.	Fastener, Plastic, 25mm, 50 sets/box	1	Box		
6.	Expanding Folder, long, colored, tagboard	20	Pcs.		
7.	Permanent Marker (Black & Blue)	10	Pcs.		
8.	Masking Tape, 1"	2	Rolls		
9.	Metacards, assorted colors, cut 4" x 7", 100 pcs./pack	6	Packs		
10.	Specialty Paper, 500 pcs./ream, long	1	Ream		

	<i>xxxxx nothing follows xxxxx</i>	GRAND TOTAL:			
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RFQ No.	2022-875
RFQ Date:	11/16/2022
Approved Budget for the Contract (ABC)	₱7,556.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2022-1389 Lot 2: 2022-1423 Lot 3: 2022-1410 Lot 4: 2022-1409 Lot 5: 2022-1408 Lot 6: 2022-1419 Lot 7: 2022-1420 Lot 8: 2022-1414 Lot 9: 2022-1413 Lot 10: 2022-1416 Lot 11: 2022-1412 Lot 12: 2022-1415 Lot 13: 2022-1417 Lot 14: 2022-1418
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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 6	CSWDO 2022-1419/11-2-22				
1.	Alcohol, isopropyl, 70%, 500ml	26	Btl		
2.	Cartolina, asstd colors, 20's/pack, 78gsm	4	Pack		
3.	Paper, Multicopy, 80gsm, size: 216mmx330mm	5	Ream		
4.	Paper, multi-purpose (copy), A4, 70gsm	4	Ream		
5.	Pen, ballpen, black, 0.5mm, 12's/box	1	Box		
6.	Pen, ball, blue, 0.5mm, 12's/box	1	Box		
	<i>xxxxx nothing follows xxxxx</i>	GRAND TOTAL:			

Brand & Model: _____ Warranty: _____

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RFQ Date:	11/16/2022
Approved Budget for the Contract (ABC)	₱22,893.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2022-1389 Lot 2: 2022-1423 Lot 3: 2022-1410 Lot 4: 2022-1409 Lot 5: 2022-1408 Lot 6: 2022-1419 Lot 7: 2022-1420 Lot 8: 2022-1414 Lot 9: 2022-1413 Lot 10: 2022-1416 Lot 11: 2022-1412 Lot 12: 2022-1415 Lot 13: 2022-1417 Lot 14: 2022-1418
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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 7	CSWDO 2022-1420/11-2-22				
1.	Paper, multi-purpose (copy), A4, 70gsm	5	Ream		
2.	board, white, long, 10s/pack	20	Pack		
3.	Paper, long, 10s/pack, blue, green	20	Pack		
4.	Construction paper, 20s/pack, asstd colors	25	Pack		
5.	Cartolina, asstd colors, 20's/pack, 80 gsm	8	Pack		
6.	Manila Paper	40	Pc		
7.	Correction tape, film base, 6m min, 5mm	10	Pc		
8.	Tape, double adhesive, width: 24mm	5	Roll		
9.	Tape, transparent, width: 24mm	20	Roll		
10.	Tape, masking, width: 48mm	5	Roll		

11.	Folder, tagboard, legal size, 100spcs/pack	5	Pack		
12.	Brown Envelope, long 50's/bundle	5	Pack		
13.	Marker, permanent, black, felt tip, bullet type, 12's/box	3	Box		
14.	Marker, whiteboard, black, bullet type, felt tip, 12's/box	2	Box		
15.	Paper clip, vinyl/plastic coat, length 32mm	5	Box		
16.	Paper clip, vinyl/plastic coat, length 48mm	5	Box		
17.	Acetate, 0.075mm min (gauge #3), 50mtrs/roll	1	Roll		
18.	Staple wire, standard #35	5	Box		
	<i>xxxxx nothing follows xxxxx</i>	GRAND TOTAL:			

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1st Canvassing

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Address: _____

Contact No. _____

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 21, 2022**. Opening of quotation shall be held at **2 o'clock** in the afternoon of **November 22, 2022**.

RFQ No.	2022-875
RFQ Date:	11/16/2022
Approved Budget for the Contract (ABC)	₱21,576.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2022-1389 Lot 2: 2022-1423 Lot 3: 2022-1410 Lot 4: 2022-1409 Lot 5: 2022-1408 Lot 6: 2022-1419 Lot 7: 2022-1420 Lot 8: 2022-1414 Lot 9: 2022-1413 Lot 10: 2022-1416 Lot 11: 2022-1412 Lot 12: 2022-1415 Lot 13: 2022-1417 Lot 14: 2022-1418
PR Date:	10/24/22, 11/3/22, 10/27/22&11/2/22
End-user:	CPDO, City Auditor's Office, City population Office & CSWDO

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 8	CSWDO 2022-1414/11-2-22				
1.	Alcohol, isopropyl, 70%, 500ml	25	Btl		
2.	Glue all purpose 130g/btl	12	Btl		
3.	Paper, Multicopy, 80gsm, size: 216mm x 330mm	12	Ream		
4.	Paper-High glossy Photo paper, A4, 210 gsm, 20s/pack	37	Pack		
5.	Sign pen, black, liquid/gel ink, 0.5mm needle tip, 12's	5	Box		
6.	Record book 500 pages, 214mmx278mm, wide	20	Pc		
7.	Correction tape, film base, 6m min, 5mm	20	Pc		
8.	Tape, masking, width: 24mm	25	Roll		
9.	Staple wire, standard #35	6	Box		

10.	Manila paper	55	Pc		
	<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



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

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 21, 2022**. Opening of quotation shall be held at **2 o'clock** in the afternoon of **November 22, 2022**.

RFQ No.	2022-875
RFQ Date:	11/16/2022
Approved Budget for the Contract (ABC)	₱22,895.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2022-1389 Lot 2: 2022-1423 Lot 3: 2022-1410 Lot 4: 2022-1409 Lot 5: 2022-1408 Lot 6: 2022-1419 Lot 7: 2022-1420 Lot 8: 2022-1414 Lot 9: 2022-1413 Lot 10: 2022-1416 Lot 11: 2022-1412 Lot 12: 2022-1415 Lot 13: 2022-1417 Lot 14: 2022-1418
PR Date:	10/24/22, 11/3/22, 10/27/22&11/2/22
End-user:	CPDO, City Auditor's Office, City population Office & CSWDO

Sgd. JONATHAN R. HIJADA
BAC Chairman

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- 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.
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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 9	CSWDO 2022-1413/11-2-22				
1.	Alcohol, isopropyl, 70%, 500ml	25	Btl		
2.	Air Freshener, aerosol, 280 ml/150g min	3	Can		
3.	Cartolina, asstd colors, 20s/pack, 80gsm	4	Pack		
4.	Paper fastener, metal, 70mm between prongs	6	Box		
5.	Marker, fluorescent	6	Pc		
6.	Marker, whiteboard, blackfelt tip bullet type, 12's/box	3	Box		
7.	Marker, permanent, black, felt tip bullet type, 12's/box	3	Box		
8.	Marker, permanent, blue felt tip bullet type, 12's/box	2	Box		
9.	Paper clip, vinyl/plastic coat, length 32mm	10	Box		

10.	Paper clip, vinyl/plastic coat, length 48mm	10	Box		
11.	Paper, Multicopy, 80gsm, size: 216mmx330mm	8	Ream		
12.	Paper, Multi-purpose (copy), A4, 70gsm	8	Ream		
13.	Paper, parchment size: 210x297mm, multipurpose, long	8	Ream		
14.	Rubber band, 70mm min lay flat length (#18), 450g	1	Box		
15.	Sign pen, black, liquid/gel ink, 0.5mm needle tip, 12's	2	Box		
16.	Sign pen, blue, liquid/gel ink, 0.5mm needle tip, 12's	1	Box		
17.	Stapler Heavy duty (#35)	5	Box		
18.	Tape, masking, width: 24mm	10	Roll		
19.	Tape, masking, width: 48mm	3	Roll		
20.	Tissue paper, toilet 3ply sheets, 150 pulls, 12s	6	Pack		
21.	Pen, ballpen, black, 0.5mm, 12's/box	1	Box		
	<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



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

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 21, 2022**. Opening of quotation shall be held at **2 o'clock** in the afternoon of **November 22, 2022**.

RFQ No.	2022-875
RFQ Date:	11/16/2022
Approved Budget for the Contract (ABC)	₱10,572.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2022-1389 Lot 2: 2022-1423 Lot 3: 2022-1410 Lot 4: 2022-1409 Lot 5: 2022-1408 Lot 6: 2022-1419 Lot 7: 2022-1420 Lot 8: 2022-1414 Lot 9: 2022-1413 Lot 10: 2022-1416 Lot 11: 2022-1412 Lot 12: 2022-1415 Lot 13: 2022-1417 Lot 14: 2022-1418
PR Date:	10/24/22, 11/3/22, 10/27/22&11/2/22
End-user:	CPDO, City Auditor's Office, City population Office & CSWDO

Sgd. JONATHAN R. HIJADA
BAC Chairman

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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 10	CSWDO 2022-1416/11-2-22				
1.	Alcohol, isopropyl, 70%, 500ml	25	Btl		
2.	Acetate, #3, 50meters/roll, 0.075mm min	2	Roll		
3.	Paper, Multicopy, 80gsm, size: 216mmx330mm	10	Ream		
4.	DVD-R, 4.7Gb/120min/16x speed	10	Pc		
5.	Tape, masking, width: 24mm	7	Roll		
6.	Tape, masking, width: 48mm	7	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



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

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 21, 2022**. Opening of quotation shall be held at **2 o'clock** in the afternoon of **November 22, 2022**.

RFQ No.	2022-875
RFQ Date:	11/16/2022
Approved Budget for the Contract (ABC)	₱29,484.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2022-1389 Lot 2: 2022-1423 Lot 3: 2022-1410 Lot 4: 2022-1409 Lot 5: 2022-1408 Lot 6: 2022-1419 Lot 7: 2022-1420 Lot 8: 2022-1414 Lot 9: 2022-1413 Lot 10: 2022-1416 Lot 11: 2022-1412 Lot 12: 2022-1415 Lot 13: 2022-1417 Lot 14: 2022-1418
PR Date:	10/24/22, 11/3/22, 10/27/22&11/2/22
End-user:	CPDO, City Auditor's Office, City population Office & CSWDO

Sgd. JONATHAN R. HIJADA
BAC Chairman

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- 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:
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 - 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 11	CSWDO 2022-1412/11-2-22				
1.	Paper, multi-purpose (copy), A4, 70gsm	9	Ream		
2.	All Purpose Premium Paper, S20 (8.5x14), 70gsm	15	Ream		
3.	Paper, Multicopy, 80gsm, size: 216mmx330mm	13	Ream		
4.	Brown Envelope (short), 150lbs, 50's/pack	1	Pack		
5.	Brown Envelope (long), 150lbs, 50's/pack	1	Pack		
6.	Folder, tagboard, legal size, 100spcs/pack	3	Ream		
7.	Plastic Envelope with handle (long), expandable	13	Pc		
8.	Alcohol, isopropyl, 70%, 500ml	35	Btl		
9.	Marker, permanent, black, felt tip, bullet type, 12's/box	1	Box		

10.	Marker, permanent, red, felt tip, bullet type, 12's/box	1	Box		
11.	Scissors, symmetrical, blade, 65 mm	1	Pc		
12.	Correction tape, 6mm	36	Pc		
13.	Pen, ballpen, black, 0.5mm, 12's/box	4	Box		
14.	Stapler heavy duty, #35	2	Pc		
15.	Pencil Sharpener, manual, heavyduty	1	Pc		
16.	Staple wire #35	25	Box		
17.	Sign pen, black, liquid/gel ink, 0.5mm needle tip, 12's	1	Box		
18.	Cutter blade, for heavy duty cutter (big)	5	Pc		
19.	Tape, masking, width: 48mm	9	Roll		
20.	Desk table iron layer mesh (filer/organizer) stackable	3	Pc		
21.	Calculator, compact, 12 digits	1	Pc		
	<i>xxxxx nothing follows xxxxx</i>	GRAND TOTAL:			

Brand & Model: _____ Warranty: _____
 Delivery Period: _____ days upon receipt of the PO Price valid until: _____

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 Printed Name/Signature/Date

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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

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 21, 2022**. Opening of quotation shall be held at **2 o'clock** in the afternoon of **November 22, 2022**.

RFQ No.	2022-875
RFQ Date:	11/16/2022
Approved Budget for the Contract (ABC)	₱37,093.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2022-1389 Lot 2: 2022-1423 Lot 3: 2022-1410 Lot 4: 2022-1409 Lot 5: 2022-1408 Lot 6: 2022-1419 Lot 7: 2022-1420 Lot 8: 2022-1414 Lot 9: 2022-1413 Lot 10: 2022-1416 Lot 11: 2022-1412 Lot 12: 2022-1415 Lot 13: 2022-1417 Lot 14: 2022-1418
PR Date:	10/24/22, 11/3/22, 10/27/22&11/2/22
End-user:	CPDO, City Auditor's Office, City population Office & CSWDO

Sgd. JONATHAN R. HIJADA
BAC Chairman

Terms & Conditions:

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 - 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.
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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 12	CSWDO 2022-1415/11-2-22				
1.	Correction tape, film base, 6m min, 5mm	24	Pc		
2.	Paper fastener, metal, 70mm between prongs	12	Box		
3.	Glue, all purpose, grs weight: 200g min	10	Jar		
4.	Paper clip, vinyl/plastic coat, length 32mm	12	Box		
5.	Paper, clip, vinyl/plastic coat, length 48mm	12	Box		
6.	Marker, whiteboard, blackfelt tip bullet type, 12's/box	3	Box		
7.	Sign pen, black, liquid/gel ink, 0.5mm needle tip, 12's	3	Box		
8.	Pen, ballpen, black, 0.5mm, 12's/box	3	Box		
9.	Pencil, lead with eraser, 12's/box	3	Box		

10.	Rubber band, 70mm min lay flat length (#18), 450g	8	Box		
11.	Stapler Heavy duty (#35)	6	Pc		
12.	Staple wire for heavy duty staplers (#35)	25	Box		
13.	Scissors, symmetrical, blade	20	Pc		
14.	Cartolina, asstd colors, 20's/pack, 80 gsm	16	Pack		
15.	Paper, Multicopy, 80gsm, size: 216mmx330mm	20	Ream		
16.	Paper, multi-purpose (copy), A4, 70gsm	21	Ream		
17.	Tape, masking, width: 48mm	24	Roll		
18.	Tape, transparent, width: 48mm	20	Roll		
19.	Marker, fluorescent	12	Set		
	<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

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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

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 21, 2022**. Opening of quotation shall be held at **2 o'clock** in the afternoon of **November 22, 2022**.

RFQ No.	2022-875
RFQ Date:	11/16/2022
Approved Budget for the Contract (ABC)	₱36,931.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2022-1389 Lot 2: 2022-1423 Lot 3: 2022-1410 Lot 4: 2022-1409 Lot 5: 2022-1408 Lot 6: 2022-1419 Lot 7: 2022-1420 Lot 8: 2022-1414 Lot 9: 2022-1413 Lot 10: 2022-1416 Lot 11: 2022-1412 Lot 12: 2022-1415 Lot 13: 2022-1417 Lot 14: 2022-1418
PR Date:	10/24/22, 11/3/22, 10/27/22&11/2/22
End-user:	CPDO, City Auditor's Office, City population Office & CSWDO

Sgd. JONATHAN R. HIJADA
BAC Chairman

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 - 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.
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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 13	CSWDO 2022-1417/11-2-22				
1.	Alcohol, isopropyl, 70%, 500ml 280 ml/150g scented	12	Btl		
2.	Air Freshener, aerosol, 280 ml/150g min	5	Can		
3.	Cartolina, asstd colors, 20's/pack, 80 gsm	5	Pack		
4.	Paper fastener, metal, 70mm between prongs	7	Box		
5.	Marker, fluorescent	5	Pc		
6.	Marker, whiteboard, blackfelt tip bullet type, 12's/box	5	Box		
7.	Marker, permanent, black, felt tip, bullet type, 12's/box	5	Box		
8.	Marker, permanent, blue, felt tip, bullet type, 12's/box	5	Box		

9.	Paper clip, vinyl/plastic coat, length 32mm	10	Box		
10.	Paper clip, vinyl/plastic coat, length 48mm	10	Box		
11.	Paper, Multicopy, 80gsm, size: 210mmx297mm	8	Ream		
12.	Paper, Multicopy, 80gsm, size: 216mmx330mm	8	Ream		
13.	Paper, multi-purpose (copy), A4, 70gsm	8	Ream		
14.	Paper, multi-purpose (copy), legal, 70gsm	8	Ream		
15.	Paper, parchment size: 210x297mm, long	8	Pack		
16.	Rubber band, 70mm min lay flat length (#18), 450g	2	Box		
17.	Sign pen, black, liquid/gel ink, 0.5mm needle tip, 12's	3	Box		
18.	Sign pen, blue, liquid/gel ink, 0.5mm needle tip, 12's	3	Box		
19.	Staple wire, standard (26/6)	5	Box		
20.	Tape, masking, width: 24mm	10	Roll		
21.	Tape, masking, width: 48mm	8	Roll		
22.	Tape, transparent, width: 24mm	10	Roll		
23.	Tape, transparent, width: 48mm	8	Roll		
24.	Tissue paper, toilet 3ply sheets, 150pupls, 12 rolls	9	Pack		
25.	Pen, ballpen, black, 0.5mm, 12's/box	1	Box		
26.	Pen, ballpen, blue, 0.5mm, 12's/box	1	Box		
27.	Paper, long, 10s/pad	5	Pack		
28.	Paper, short, 10s/pad	5	Pack		
29.	Glue, all purpose, grams weight 250g	8	Btl		
30.	Manila Paper	100	Pc		
	<i>xxxxx nothing follows xxxxx</i>	GRAND TOTAL:			

Brand & Model: _____ Warranty: _____
 Delivery Period: _____ days upon receipt of the PO Price valid until: _____

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(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

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 21, 2022**. Opening of quotation shall be held at **2 o'clock** in the afternoon of **November 22, 2022**.

RFQ No.	2022-875
RFQ Date:	11/16/2022
Approved Budget for the Contract (ABC)	₱42,553.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2022-1389 Lot 2: 2022-1423 Lot 3: 2022-1410 Lot 4: 2022-1409 Lot 5: 2022-1408 Lot 6: 2022-1419 Lot 7: 2022-1420 Lot 8: 2022-1414 Lot 9: 2022-1413 Lot 10: 2022-1416 Lot 11: 2022-1412 Lot 12: 2022-1415 Lot 13: 2022-1417 Lot 14: 2022-1418
PR Date:	10/24/22, 11/3/22, 10/27/22&11/2/22
End-user:	CPDO, City Auditor's Office, City population Office & CSWDO

Sgd. JONATHAN R. HIJADA
BAC Chairman

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- 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 14	CSWDO 2022-1418/11-2-22				
1.	Alcohol, isopropyl, 70%, 500ml 280 ml/150g scented	20	Btl		
2.	Air Freshener, aerosol, 280 ml/150g min	5	Can		
3.	Cartolina, asstd colors, 20's/pack, 80 gsm	5	Pack		
4.	Paper fastener, metal, 70mm between prongs	6	Box		
5.	Marker, fluorescent	6	Set		
6.	Marker, whiteboard, blackfelt tip bullet type, 12's/box	3	Box		
7.	Marker, permanent, black, felt tip, bullet type, 12's/box	3	Box		
8.	Marker, permanent, blue, felt tip, bullet type, 12's/box	10	Box		

9.	Paper clip, vinyl/plastic coat, length 32mm	10	Box		
10.	Paper clip, vinyl/plastic coat, length 48mm	10	Box		
11.	Paper, Multicopy, 80gsm, size: 210mmx297mm	12	Ream		
12.	Paper, Multicopy, 80gsm, size: 216mmx330mm	12	Ream		
13.	Paper, multi-purpose (copy), A4, 70gsm	12	Ream		
14.	Paper, multi-purpose (copy), legal, 70gsm	12	Ream		
15.	Paper, parchment size: 210x297mm, long	5	Pack		
16.	Rubber band, 70mm min lay flat length (#18), 450g	1	Box		
17.	Sign pen, black, liquid/gel ink, 0.5mm needle tip, 12's	2	Box		
18.	Sign pen, blue, liquid/gel ink, 0.5mm needle tip, 12's	2	Box		
19.	Staple wire, standard (26/6)	5	Box		
20.	Tape, masking, width: 24mm	10	Roll		
21.	Tape, masking, width: 48mm	5	Roll		
22.	Tape, transparent, width: 24mm	10	Roll		
23.	Tape, transparent, width: 48mm	3	Roll		
24.	Tissue paper, toilet 3ply sheets, 150pupls, 12 rolls	8	Pack		
25.	Pen, ballpen, black, 0.5mm, 12's/box	2	Box		
26.	Pen, ballpen, blue, 0.5mm, 12's/box	2	Box		
27.	Construction Paper, 20s/pack, asstd colors, long	10	Pack		
28.	Paper, long, 10s/pad	5	Pack		
29.	Paper, short, 10s/pad	5	Pack		
30.	Glue, all purpose, grams weight 250g	5	Btl		
31.	Manila Paper	100	Pc		
32.	Garbage (Black) bags, XXLlarge, 10's/roll	10	Rolls		
	<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

