



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

**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION**

2<sup>nd</sup> 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 **December 5, 2022**. Opening of quotation shall be held at **2 o'clock** in the afternoon of **December 6, 2022**.

RFQ No.	2022-875(1)
RFQ Date:	11/29/2022
Approved Budget for the Contract (ABC)	P8,181.00
Mode of Procurement	Shopping B
PR No.	Lot 3: 2022-1410 Lot 4: 2022-1409 Lot 5: 2022-1408 Lot 9: 2022-1413 Lot 10: 2022-1416 Lot 11: 2022-1412 Lot 12: 2022-1415
PR Date:	10/27/22&11/2/22
End-user:	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
<b>Lot 3</b>	<b>City Population Office 2022-1410/10-27-22</b>				
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:			

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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Printed Name/Signature/Date

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Address: \_\_\_\_\_

Contact No. \_\_\_\_\_

Procurement Title/Category: Office Supplies and Devices

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RFQ No.	2022-875(1)
RFQ Date:	11/29/2022
Approved Budget for the Contract (ABC)	₱4,970.00
Mode of Procurement	Shopping B
PR No.	Lot 3: 2022-1410 Lot 4: 2022-1409 Lot 5: 2022-1408 Lot 9: 2022-1413 Lot 10: 2022-1416 Lot 11: 2022-1412 Lot 12: 2022-1415
PR Date:	10/27/22&11/2/22
End-user:	City Population Office & CSWDO

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BAC Chairman

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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
<b>Lot 4</b>	<b>City Population Office 2022-1409/10-27-22</b>				
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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Company Name/Supplier: \_\_\_\_\_

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Contact No. \_\_\_\_\_

Procurement Title/Category: Office Supplies and Devices

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RFQ No.	2022-875(1)
RFQ Date:	11/29/2022
Approved Budget for the Contract (ABC)	₱5,741.00
Mode of Procurement	Shopping B
PR No.	Lot 3: 2022-1410 Lot 4: 2022-1409 Lot 5: 2022-1408 Lot 9: 2022-1413 Lot 10: 2022-1416 Lot 11: 2022-1412 Lot 12: 2022-1415
PR Date:	10/27/22&11/2/22
End-user:	City population Office & CSWDO

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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
<b>Lot 5</b>	<b>City Population Office 2022-1408/10-27-22</b>				
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	4	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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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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Contact Number



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**REQUEST FOR QUOTATION**

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Address: \_\_\_\_\_

Contact No. \_\_\_\_\_

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RFQ No.	2022-875(1)
RFQ Date:	11/29/2022
Approved Budget for the Contract (ABC)	₱22,895.00
Mode of Procurement	Shopping B
PR No.	Lot 3: 2022-1410 Lot 4: 2022-1409 Lot 5: 2022-1408 Lot 9: 2022-1413 Lot 10: 2022-1416 Lot 11: 2022-1412 Lot 12: 2022-1415
PR Date:	10/27/22&11/2/22
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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
<b>Lot 9</b>	<b>CSWDO 2022-1413/11-2-22</b>				
1.	Alcohol, isopropyl, 70%, 500ml	7	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		
22.	Pen, ballpen, blue, 0.5mm, 12's/box	1	Box		
23.	Construction paper, 20s/pack, asstd colors long	10	Pack		
24.	Paper, long, 10s/pad	5	Pack		
25.	Paper, short, 10s/pad	5	Pad		
26.	Glue, all purpose, grs weight 200g	5	Jar		
27.	Manila Paper	124	Pc		
	<i>xxxxx nothing follows xxxxx</i>	GRAND TOTAL:			

Brand & Model: \_\_\_\_\_ Warranty: \_\_\_\_\_

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RFQ No.	2022-875(1)
RFQ Date:	11/29/2022
Approved Budget for the Contract (ABC)	₱10,572.00
Mode of Procurement	Shopping B
PR No.	Lot 3: 2022-1410 Lot 4: 2022-1409 Lot 5: 2022-1408 Lot 9: 2022-1413 Lot 10: 2022-1416 Lot 11: 2022-1412 Lot 12: 2022-1415
PR Date:	10/27/22&11/2/22
End-user:	City population Office & CSWDO

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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
<b>Lot 10</b>	<b>CSWDO 2022-1416/11-2-22</b>				
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: \_\_\_\_\_

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RFQ No.	2022-875(1)
RFQ Date:	11/29/2022
Approved Budget for the Contract (ABC)	₱29,484.00
Mode of Procurement	Shopping B
PR No.	Lot 3: 2022-1410 Lot 4: 2022-1409 Lot 5: 2022-1408 Lot 9: 2022-1413 Lot 10: 2022-1416 Lot 11: 2022-1412 Lot 12: 2022-1415
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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
<b>Lot 11</b>	<b>CSWDO 2022-1412/11-2-22</b>				
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: \_\_\_\_\_

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RFQ No.	2022-875(1)
RFQ Date:	11/29/2022
Approved Budget for the Contract (ABC)	₱37,093.00
Mode of Procurement	Shopping B
PR No.	Lot 3: 2022-1410 Lot 4: 2022-1409 Lot 5: 2022-1408 Lot 9: 2022-1413 Lot 10: 2022-1416 Lot 11: 2022-1412 Lot 12: 2022-1415
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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
<b>Lot 12</b>	<b>CSWDO 2022-1415/11-2-22</b>				
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

\_\_\_\_\_  
 Contact Number