



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.	2022-902
RFQ Date:	11/23/2022
Approved Budget for the Contract (ABC)	P50,765.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2022-1440 Lot 2: 2022-1452 Lot 3: 2022-1426 Lot 4: 2022-1427
PR Date:	11/7/22,11/14/22&11/4/22
End-user:	BJMP & CSWDO

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 28, 2022**. Opening of quotation shall be held at **2 o'clock** in the afternoon of **November 29, 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	BJMP 2022-1440/11-7-22				
1.	multi purpose paper (Long) 80GSM	60	Reams		
2.	Multi purpose paper (A4) 80GSM	45	Reams		
3.	Pencil, no. 2, @10/box	20	Box		
4.	Manila paper	50	Sheets		
5.	Record book (300)	20	Pcs		
6.	Record book (500)	20	Pcs		
7.	Ballpen (black&blue)	100	Pcs		
8.	White glue, Multi purpose (dies clear) with applicator	20	Jar		
9.	Pentel pens, bullet type	50	Pcs		
10.	Signpen, gel type (blue)	40	Pcs		
11.	Chalk	2	Box		
12.	Paper clips (vinyl coated)	2	Box		
13.	Paper fastener, plastic	5	Box		
14.	Stamp pad ink	30	Bottle		
15.	Stamp pad (felt) medium	20	Pcs		

16.	White board marker (black, blue & red)	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.

 Printed Name/Signature/Date

 Contact Number



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REQUEST FOR QUOTATION

1st Canvassing

Company Name/Supplier: _____

Address: _____

Contact No. _____

Procurement Title/Category: Office Supplies and Devices

RFQ No.	2022-902
RFQ Date:	11/23/2022
Approved Budget for the Contract (ABC)	₱238,424.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2022-1440 Lot 2: 2022-1452 Lot 3: 2022-1426 Lot 4: 2022-1427
PR Date:	11/7/22,11/14/22&11/4/22
End-user:	BJMP & CSWDO

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Sgd. JONATHAN R. HIJADA
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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 2	CSWDO 2022-1452/11-14-22				
1.	Air Freshener, aerosol, 280 ml/150g min	12	Can		
2.	Acetate, 0.075mm min (gauge #3), 50mtrs/roll	8	Roll		
3.	Alcohol, isopropyl, 70%, 500ml	100	Btl		
4.	Board, white, A4, 10s/pack	50	Pack		
5.	Cartolina, white, 20's/pack, 80gsm	7	Pack		
6.	Cartolina, pink, 20's/pack, 80gsm	7	Pack		
7.	Cartolina, yellow green, 20's/pack, 80gsm	7	Pack		
8.	Cartolina, orange, 20's/pack, 80gsm	7	Pack		
9.	Cartolina, light blue, 20's/pack, 80gsm	7	Pack		
10.	Cartolina, red, 20's/pack, 80gsm	7	Pack		
11.	Construction paper, 20s/pack, asstd colors	204	Pack		
12.	Correction Tape, film base, 6m min, 5mm	80	Pc		
13.	Expanding file folder, 24 pockets min., accordion, long	3	Pc		
14.	Fastener, metal, 70mm between prongs	65	Box		
15.	Folder, tagboard, legal size, 100spcs/pack	30	Pack		
16.	Marker, permanent, black, felt tip, bullet type, 12's/box	10	Box		

17.	Marker, permanent, blue, felt tip, bullet type, 12's/box	10	Box		
18.	Marker, whiteboard, black, bullet type, felt tip, 12's/box	10	Box		
19.	Marker, whiteboard, blue, bullet type, felt tip, 12's/box	10	Box		
20.	Paper, Manila paper	102	Pc		
21.	Paper, Multicopy, 80gsm, size: 210mmx297mm	35	Ream		
22.	Paper, Multicopy, 80gsm, size: 216mmx330mm	35	Ream		
23.	Paper, multi-purpose (copy), A4, 70gsm	35	Ream		
24.	Paper, multi-purpose (copy), legal, 70gsm	35	Ream		
25.	Pen, ballpen, black, 0.5mm, 12's/box	8	Box		
26.	Pen, ballpen, blue, 0.5mm, 12's/box	8	Box		
27.	Pen, ballpen, red, 0.5mm, 12's/box	5	Box		
28.	Pencil, lead with eraser, 12's/box	30	Box		
29.	Record book 300 pages, 214mmx278mm, wide	70	Pc		
30.	Record book 500 pages, 214mmx278mm, wide	70	Pc		
31.	Rubber band, 70mm min lay flat length (#18), 450g	5	Box		
32.	Sign pen, black, liquid/gel ink, 0.5mm needle tip, 12's	10	Box		
33.	Sign pen, blue, liquid/gel ink, 0.5mm needle tip, 12's	10	Box		
34.	Staple wire, standard #35	20	Box		
35.	Tape, masking, width: 24mm	60	Roll		
36.	Tape, masking, width: 48mm	60	Roll		
37.	Tape, double adhesive, width: 24mm	25	Roll		
38.	Tape, transparent, width: 24mm	60	Roll		
39.	Tape, transparent, width: 48mm	60	Roll		
40.	Tissue paper, toilet 3ply sheets, 150 pulls, 12s	20	Pack		
	<i>xxxxx nothing follows xxxxx</i>	GRAND TOTAL:			

Brand & Model: _____ Warranty: _____
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REQUEST FOR QUOTATION

1st Canvassing

Company Name/Supplier: _____

Address: _____

Contact No. _____

Procurement Title/Category: Office Supplies and Devices

RFQ No.	2022-902
RFQ Date:	11/23/2022
Approved Budget for the Contract (ABC)	₱110,468.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2022-1440 Lot 2: 2022-1452 Lot 3: 2022-1426 Lot 4: 2022-1427
PR Date:	11/7/22,11/14/22&11/4/22
End-user:	BJMP & CSWDO

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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 3	CSWDO 2022-1426/11-4-22				
1.	Alcohol, Ethyl, 68-70%, scented, 1 gallon	20	Gal		
2.	Rubber band, 70mm min lay flat length (#18), 450g	3	Box		
3.	Battery, size AA, 2 pcs per blister pack	20	Pack		
4.	Battery, size C, 2pcs/pack	20	Pack		
5.	Battery, size D, 1.5 volts, 2pcs/pack, alkaline	20	Pack		
6.	FOLDER, TAGBOARD, legal size, 100PC/PACK	8	Pack		
7.	GLUE ALL PURPOSE 200g	10	Jar		
8.	Paper, Multicopy, 80gsm, size: 210mmx297mm, A4	50	Ream		
9.	Paper, Multicopy, 80gsm, size: 216mmx330mm, legal	50	Ream		
10.	PAPER-MIMEO PAPER A4, 63gsm, sub 18	20	Ream		
11.	PAPER-MIMEO PAPER, legal, 63 gsm, sub 20	20	Ream		
12.	PAPER-CARBON PAPER LONG, 100'S/Pack	8	Pack		
13.	Paper clip, vinyl/plastic coat, length 32mm	19	Box		
14.	Paper clip, vinyl/plastic coat, length 48mm	19	Box		
15.	Paper fastener, metal, 70mm between prongs	20	Box		
16.	Pen, ballpen, black, 0.5mm, 12's/box	10	Box		

17.	Marker, permanent, black, felt tip, bullet type, 12's/box	15	Box		
18.	Marker, whiteboard, blackfelt tip bullet type, 12's/box	15	Box		
19.	Marker, fluorescent	50	Pc		
20.	Sign pen, black, liquid/gel ink, 0.5mm needle tip, 12's	9	Box		
21.	Pencil, lead with eraser, 12's/box	8	Box		
22.	Stamp Pad Ink, purple/violet	2	Jar		
23.	Stamp Pad Felt, bed dimension: 60mmx100mm min	2	Pcs		
24.	Record book 300 pages, 214mmx278mm, wide	20	Pc		
25.	Record book 500 pages, 214mmx278mm, wide	20	Pc		
26.	Correction Tape, 6mm	24	Roll		
27.	Tape, masking, width: 24mm	18	Roll		
28.	Tape, masking, width: 48mm	12	Roll		
29.	Tape, transparent, width: 24mm	18	Roll		
30.	Tape, Transparent, width: 48mm	12	Roll		
	<i>xxxxx nothing follows xxxxx</i>	GRAND TOTAL:			

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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 4	CSWDO 2022-1427/11-4-22				
1.	Art Materials, Art Paper, assorted colors, 500's/ream	1	Ream		
2.	Art Materials, crayons, 8 colors	20	Box		
3.	Art materials, Water colors	20	Pcs		
4.	Plastic Envelope with handle, long, expandable, plain	20	Pcs		
5.	Notebooks, 80 leaves, single lines	35	Pcs		
6.	Notebooks, 80 leaves, double lines (red and blue)	35	Pcs		
7.	Paper-Grade 1 pad paper, 10 pads/ream	3	Ream		
8.	Paper-Grade 2 pad paper, 10 pads/ream	3	Ream		
9.	Paper-Grade 3 pad paper, 10 pads/ream	3	Ream		
10.	Paper-Grade 4 pad paper, 10 pads/ream	3	Ream		
11.	Paper-Intermediate pad paper, 10 pads/ream	3	Ream		
12.	Paper-Manila Paper	40	Pcs		
13.	Pen-Marking Pen permanent, black of 12's/box	2	Box		
14.	Brown Envelope, long 50's/bundle	2	Pack		
	<i>xxxxx nothing follows xxxxx</i>	GRAND TOTAL:			

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