



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

**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION**

1<sup>st</sup> Canvassing

Company Name/Supplier: \_\_\_\_\_

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

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

Procurement Title/Category: Office Supplies 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.	2022-918
RFQ Date:	11/29/2022
Approved Budget for the Contract (ABC)	₱15,096.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2022-1491 Lot 2: 2022-1481 Lot 3: 2022-1502 Lot 4: 2022-1474
PR Date:	11/15/22, 11/15/22, 11/16/22 & 11/14/22
End-user:	TCPO, CPDO, HRMDO & City Admin. Office

**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 1</b>	<b>TCPO 2022-1491/11-15-22</b>				
1.	Paper-Book Paper, A4 80 GSM, Multicopy	50	Ream		
2.	Correction Tape	2	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

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RFQ No.	2022-918
RFQ Date:	11/29/2022
Approved Budget for the Contract (ABC)	₱42,750.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2022-1491 Lot 2: 2022-1481 Lot 3: 2022-1502 Lot 4: 2022-1474
PR Date:	11/15/22, 11/15/22, 11/16/22&11/14/22
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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 2	<b>CPDO 2022-1481/11-15-22</b>				
1.	Mimeo Paper, long	150	Ream		
	<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.	2022-918
RFQ Date:	11/29/2022
Approved Budget for the Contract (ABC)	₱7,850.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2022-1491 Lot 2: 2022-1481 Lot 3: 2022-1502 Lot 4: 2022-1474
PR Date:	11/15/22, 11/15/22, 11/16/22&11/14/22
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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
<b>Lot 3</b>	<b>HRMDO 2022-1502/11-16-22</b>				
1.	Paper, Multicopy, A4, 80 gsm	7	Ream		
2.	Paper, Multicopy, Legal, 80 gsm	13	Ream		
3.	TAPE, MASKING, width: 24mm (±1mm)	4	Roll		
4.	TAPE, MASKING, width: 48mm (±1mm)	5	Roll		
5.	TAPE, TRANSPARENT, width: 24mm (±1mm)	5	Roll		
6.	TAPE, TRANSPARENT, width: 48mm (±1mm)	5	Roll		
	<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.	2022-918
RFQ Date:	11/29/2022
Approved Budget for the Contract (ABC)	₱7,850.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2022-1491 Lot 2: 2022-1481 Lot 3: 2022-1502 Lot 4: 2022-1474
PR Date:	11/15/22, 11/15/22, 11/16/22&11/14/22
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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 4	<b>City Admin. Office 2022-1474/11-14-22</b>				
	Ballpoint pen BLACK (2000)	25	Boxes		
	Ballpoint BLUE (2000)	25	Boxes		
	Battery, Dry Cell, AA, 2pcs/Blister Pack	25	Pack		
	Battery, Dry Cell, AAA, 2pcs/Blister Pack	25	Pack		
	Correction Tape, Film Base Type, UL 6M Min.	150	Pcs		
	Data File Box, w/cover, Legal Size Docs	50	Pcs		
	Envelope, Expanding, Plastic, 0.5mm Thickness Min (long)	75	Pcs		
	Fastener, Vinyl/Plastic coat, 70mm Between Prongs	100	Boxes		
	Glue All-purpose, Gross Weight 118 grams	20	Btles		
	Marker Permanent, Bullet Type, Black	60	Pcs		
	Marker Permanent, Bullet Type, Blue	60	Pcs		
	Marker Permanent, Bullet Type, Red	60	Pcs		

	Marker, Fluorescent, 3 Assorted Color, per Set	60	Pack		
	Marker, Whiteboard, Black, Felt Tip, Bullet Type	50	Pcs		
	Marker, Whiteboard, Blue, Felt Tip, Bullet Type	50	Pcs		
	Marker, Whiteboard, Red, Felt Tip, Bullet Type	50	Pcs		
	Note Pad, Stick On, 50mmX76mm(2"X3")	80	Pad		
	Note Pad, Stick On, 76mmX100mm(3"X4")	80	Pad		
	Note Pad, Stick On, 76mmX76mm(3"X3")	80	Pad		
	Notebook, Stenographer, Spiral, 80 Leaves	20	Pad		
	Paper, Clip, Vinyl/Plastic Coat, Length 32mm, Min	30	Boxes		
	Paper, Clip, Vinyl/Plastic Coat, Length 48mm, Min	30	Boxes		
	Yellow Paper Pad, Ruled, Size: 216mmX330mm	20	Pad		
	Paper, Multicopy, 80GSM, Size: 210mmX297mm	150	Reams		
	Paper, Multicopy, 80GSM, Size: 216mmX330mm	150	Reams		
	Pencil Sharpener, Manual, Single Cutter Head	2	Pcs		
	Pencil, Lead, w/Eraser, Wood Cased, Hardness:	10	Boxes		
	Puncher, Paper, Heavy Duty w/ Two Hole Guide	6	Pcs		
	Scissors, Symmetrical, Blade Length: 65mm Min	10	Pcs		
	Sign Pen, Black, Liquid gel Ink, 5MM Needle	200	Pcs		
	Sign Pen, Black, 1.0	300	Pcs		
	Stamp pad Ink/Purple or Violet (30ml)	6	Btle		
	Stamp Pad, Felt, Bed Dimension: 60mmX100mm, Min	15	Pcs		
	Staple Wire for Heavy Duty Stapler #35	15	Boxes		
	Staple Wire Remover (Mini)	10	Pcs		
	Stapler, Standard Type, Load cap: 200 Staples Min	10	Pcs		
	Storage box, 95 liters w/cover	10	Pcs		
	Toilet Tissue Paper, 2ply Sheet, 150 pulls/12's	60	Bdle		
	Xstamper INK 10 ml	10	Btle		
	<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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