



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.	2023-015
RFQ Date:	1/24/2023
Approved Budget for the Contract (ABC)	P59,300.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2023-18 Lot 2: 2023-13
PR Date:	1/16/23, 1/11/23
End-user:	City Accountant's Office & IASO

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 **January 30, 2023**. Opening of quotation shall be held at **2 o'clock** in the afternoon of **January 31, 2023**.

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;
- Cash on Delivery modes shall not be acknowledged and quotation with such modes shall be considered failed.**
- 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	City Accountant's Office 2023-18/1-16-23				
1.	PAPER, multi-purpose (copy) Legal, 70gsm 216mmx330mm	100	RM		
2.	PAPER, multi-purpose (copy) A4, 70gsm	100	RM		
	<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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Address: _____

Contact No. _____

Procurement Title/Category: Office Supplies and Devices

RFQ No.	2023-015
RFQ Date:	1/24/2023
Approved Budget for the Contract (ABC)	₱23,095.10
Mode of Procurement	Shopping B
PR No.	Lot 1: 2023-18 Lot 2: 2023-13
PR Date:	1/16/23, 1/11/23
End-user:	City Accountant's Office & IASO

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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 2	IASO 2023-13/1-11-23				
1.	ALCOHOL, Ethyl, 500 ml	8	Bottle		
2.	SIGN PEN, Black, liquid or gel	10	Piece		
3.	AIR FRESHENER, Aerosol type, 150g	2	Can		
4.	TRASHBAG, Black, 37" x 40", XL 10 pcs/pack	4	Pack		
5.	INK, for stamp pad 50 ml	1	Bottle		
6.	CARBON FILM, legal, 100 sheets/box	1	Box		
7.	CORRECTION TAPE, 8 meters	2	Piece		
8.	FOLDER with tab, A4, 100 pcs/pack	1	Pack		
9.	FOLDER with tab, legal 100 pcs/pack	1	Pack		
10.	PENCIL SHARPENER, manual, single cutter head	1	Piece		
11.	NOTE PAD, stick on, 3"x4", 100 sheets/pad	2	Pad		
12.	PAPER, MULTIPURPOSE A4, 500 sheets/ream	6	Ream		
13.	PAPER, MULTIPURPOSE LEGAL, 500 sheets/ream	18	Ream		
14.	RECORD BOOK, 500 pages	2	Book		
15.	TOILET TISSUE PAPER, 2 ply, 12 rolls/pack	4	Pack		
16.	FASTENER, plastic, 50 sets/box	3	Box		
17.	CLEAR PLASTIC LONG ENVELOPE, 25 pcs/pack	20	Pack		
18.	INSECTICIDE, aerosol type, net content: 420 ml min	2	Can		

	<i>xxxxx nothing follows xxxxx</i>	GRAND TOTAL:			
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