



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.	2023-066
RFQ Date:	2/8/2023
Approved Budget for the Contract (ABC)	₱9,730.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2023-108 Lot 2: 2023-123 Lot 3: 2023-96
PR Date:	1/25/23, 1/26/23, 1/23/23
End-user:	CMO-Youth, CCRO, TCPO

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 February 13, 2023. Opening of quotation shall be held at 2 o'clock in the afternoon of February 14, 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	CMO-Youth 2023-108/1-25-23				
1.	Multipurpose long, 70 gsm, paper	6	Reams		
2.	Multi purpose A4, 70gsm, paper	5	Reams		
3.	Ball pen-ball pen black, 0.5mm 12's/box	5	Boxes		
4.	Ball pen-ball pen blue, 0.5mm 12's/box	5	Boxes		
5.	Folder white, 14pts, long 100's/pack (tagboard)	1	Pack		
6.	Folder white, 14pts, short 100's/pack	1	Pack		
7.	Certificate holder plastic long	10	Plastic		
8.	Certificate holder plastic short	10	Plastic		
	<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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Contact No. _____

Procurement Title/Category: Office Supplies and Devices

RFQ No.	2023-066
RFQ Date:	2/8/2023
Approved Budget for the Contract (ABC)	₱66,465.50
Mode of Procurement	Shopping B
PR No.	Lot 1: 2023-108 Lot 2: 2023-123 Lot 3: 2023-96
PR Date:	1/25/23, 1/26/23, 1/23/23
End-user:	CMO-Youth, CCRO, TCPO

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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 2	CCRO 2023-123/1-26-23				
1.	Book Filer with cover legal size 12x18	10	Box		
2.	Correction Tape, film base type, UL 6m min.5mm	100	Pcs		
3.	Envelope, Expanding, kraftboard, for legal size docs.	20	Pcs		
4.	Envelope, Plastic, legal size	50	Pcs		
5.	Fastener, metal, 10mm between prongs	10	Box		
6.	Flash Drive, 32Gb capacity	5	Pcs		
7.	Folder, Expanding Assorted color, Legal	25	Pcs		
8.	Glue, all purpose, gross weight: 200grms min	20	Pcs		
9.	Marker, Permanent, bullet type, black, 12pcs/box	1	Box		
10.	Mouse, optical USB connection type	2	Pcs		
11.	Paper, Mimeo A4	20	Reams		
12.	Paper, Mimeo legal	20	Reams		
13.	Paper, Multi-Purpose (copy) A4, 70gsm	50	Reams		

14.	Paper, Multi-Purpose (copy) Legal, 70gsm	40	Reams		
15.	Pen, Ballpen, Black 0.5mm 12pcs/box	10	Box		
16.	Pen, Ballpen, Red 0.5mm 12pcs/box	2	Box		
17.	Scissors, symmetrical blade length: 65mm	10	Pcs		
18.	Signpen, Black, 1.0mm, gel impact, 12pcs/box	10	Box		
19.	Signpen, Black, liquid gel ink, 0.5mm, 12pcs/box	5	Box		
20.	Stamp Pad Ink, purple or violet	10	Pcs		
21.	Staple wire, standard #35	5	Box		
22.	Stapler with staple remover	5	Pcs		
23.	Tape, masking width: 18mm	30	Rolls		
24.	Tape, transparent, width: 18mm	30	Rolls		
	<i>xxxxx nothing follows xxxxx</i>	GRAND TOTAL:			

Brand & Model: _____ Warranty: _____
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Address: _____

Contact No. _____

Procurement Title/Category: Office Supplies and Devices

RFQ No.	2023-066
RFQ Date:	2/8/2023
Approved Budget for the Contract (ABC)	₱155,285.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2023-108 Lot 2: 2023-123 Lot 3: 2023-96
PR Date:	1/25/23, 1/26/23, 1/23/23
End-user:	CMO-Youth, CCRO, TCPO

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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 3	TCPO 2023-96/1-23-23				
1.	Carbon-Carbon Film, PF, Blue, Size 216mm x 330mm, long	20	Pck		
2.	Fastener-Fastener, Plastic, 25mm Between Prongs, 50 Sets Per Box	10	Box		
3.	Folder-Folder (Long), Tagboard brown, 100's/pack	20	Packs		
4.	Paper-Paper, A4 80 GSM, Multicopy	200	Rm		
5.	Paper-Book Paper Long 80 GSM, Multicopy	50	Rm		
6.	Pen-Sign Pen, Black, Liquid/Gel Ink, 0.5 Needle Tip 12 pcs/box	5	Box		
7.	Ballpen-Ballpen Black, 0.5mm, 12 pcs/box	15	Box		
8.	Record Book, (300 pages), size: 214mm x 278mm min	15	Pcs		
9.	Staple-Staple Wire no.35	20	Box		
10.	Stapler-Stapler, with Staple Remover, #35	5	Pcs		
11.	Pencil, lead, w/eraser, wood cased, hardness: 12pcs/box	5	Box		

12.	Tape-Masking Tape, with 24mm	20	Roll		
13.	Tape-Scotch Tape, with 24mm	20	Roll		
14.	Certificate Holder A4 Size color blue	50	Pcs		
15.	Specialty Paper A4 Size 500's	1	Box		
16.	Frame A4 Size	20	Pcs		
17.	Correction Tape, film base type, UL 6m min, 5mm	20	Pcs		
18.	Glue, all purpose, gross weight: 200 grams min	10	Jar		
19.	Marker, Whiteboard, black, felt tip, bullet type 12 pcs/box	2	Box		
20.	Marker-Highlighter, Yellow-green	10	Pcs		
21.	Corkboard 24 x 36 inches	5	Pcs		
	<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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