



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. _____

RFQ No.	2023-077
RFQ Date:	2/10/2023
Approved Budget for the Contract (ABC)	₱50,581.00
Mode of Procurement	Shopping B
PR No.	2023-132
PR Date:	2/1/23
End-user:	City Agri. Office

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 **February 15, 2023**. Opening of quotation shall be held at 2 o'clock in the afternoon of **February 16, 2023**.

Sgd. JONATHAN R. HIJADA
BAC Chairman

Terms & Conditions:

1. All entries must either be typewritten or legibly handwritten;
2. 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;
3. Cash on Delivery modes shall not be acknowledged and quotation with such modes shall be considered failed.
4. 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;
5. Quoted price shall be valid for a period of (6) months;
6. Documents to be attached upon submission of this quotation:
 - a. **Valid Mayor's Business Permit**
 - b. **PhilGEPS Registration Number/Organization ID Number**
 - c. Brochure showing brand, model and specifications of the product being offered, if applicable.
 - d. All photocopied documents submitted shall be a certified copy from the original.
 - e. All documents must be enclosed in a properly labeled and sealed envelope, indicating the PR No.
7. 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
1.	Paper, Bond Paper, A4/80gsm.	50	Reams		
2.	Paper, Bond Paper, Legal size/80gsm	20	Reams		
3.	Staple wire#10 /box standard, 1000pcs./per box	5	Boxes		
4.	Batteries, triple A, (2pcs./pack)	5	Packs		
5.	Clip, Paper clip, jumbo, vinyl coated 100/box	10	Boxes		
6.	Clip, Paper clip, small, vinyl coated 100/box	10	Boxes		
7.	Glue -Glue, 100ml.	25	Bottle		
8.	Pen, Fluorescent Marker, assorted color, 4pcs.set/pack	10	Sets		
9.	Paper Fastener, plastic, 7cm/100pcs.per box.	20	Box		
10.	Correction Tape, film based type, UL 6m min 5mm	30	Pcs.		
11.	Record Book, 300 pages size, 214mmx278mm min.	10	Pcs.		
12.	Sign Pen, Black and Blue, Hi-tecpoint(BROAD/LARGE) 12'pcs per box.	2	Box		
13.	White board with aluminum frame ,3x4	2	Pcs.		
14.	Filing Box, heavy duty with close ends.	10	Pcs.		

15.	Photo paper, glossy white	5	Packs		
16.	Pen, Pentel Pen Permanent, color black and blue. 10's/box	4	Box		
17.	Pen, Pentel Pen white boardt, color black and blue, 10's/box	4	Box		
18.	Folder, File tagboard, long size, 100pcs/pack	5	Packs		
19.	Scissor ("7)	10	Pcs.		
20.	Adhesive, Transparent tape 2"	10	Roll		
21.	Adhesive, Masking tape "1	10	Roll		
22.	Pen, Ballpen, color black., 10pcs per box	2	Box		
23.	Assorted color Cartolina	30	Pcs.		
24.	Manila Paper	20	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