



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 Equipment Supplies and Consumables

RFQ No.	2023-112
RFQ Date:	2/20/2023
Approved Budget for the Contract (ABC)	₱21,500.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2023-181 Lot 2: 2023-156 Lot 3: 2023-200 Lot 4: 2023-202
PR Date:	2/8/23, 2/2/23
End-user:	City ENRO, TCH, CHO & CTO

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 23, 2023**. Opening of quotation shall be held at 2 o'clock in the afternoon of **February 23, 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.
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- 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>City ENRO 2023-181/2-8-23</b>				
1.	TONER CARTRIDGE S2011	1	PIECE		
2.	TONER CARTRIDGE 12A	5	PIECE		
	<i>xxxxx nothing follows xxxxx</i>	GRAND TOTAL:			

Brand & Model: \_\_\_\_\_ Warranty: \_\_\_\_\_

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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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Printed Name/Signature/Date

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Procurement Title/Category: Office Equipment Supplies and Consumables

RFQ No.	2023-112
RFQ Date:	2/20/2023
Approved Budget for the Contract (ABC)	₱21,850.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2023-181 Lot 2: 2023-156 Lot 3: 2023-200 Lot 4: 2023-202
PR Date:	2/8/23, 2/2/23
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<b>Lot 2</b>	<b>TCH 2023-156/2-2-23</b>				
1.	Ink Cart, Epson Black C13T664100 (T6641)	80	Btls.		
2.	Ink Cart, Epson Cyan C13T664200 (T6642)	50	Btls.		
3.	Ink Cart, Epson Magenta C13T664300 (T6643)	50	Btls.		
4.	Ink Cart, Epson Yellow C13T664400 (T6644)	50	Btls.		
	<i>xxxxx nothing follows xxxxx</i>	GRAND TOTAL:			

Brand & Model: \_\_\_\_\_ Warranty: \_\_\_\_\_

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

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

Procurement Title/Category: Office Equipment Supplies and Consumables

RFQ No.	2023-112
RFQ Date:	2/20/2023
Approved Budget for the Contract (ABC)	₱90,000.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2023-181 Lot 2: 2023-156 Lot 3: 2023-200 Lot 4: 2023-202
PR Date:	2/8/23, 2/2/23
End-user:	City ENRO, TCH, CHO & CTO

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<b>Lot 3</b>	<b>CHO 2023-200/2-9-23</b>				
1.	Toner Laser Black, OPT 12A	30	Cartridge		
	<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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Address: \_\_\_\_\_

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

Procurement Title/Category: Office Equipment Supplies and Consumables

RFQ No.	2023-112
RFQ Date:	2/20/2023
Approved Budget for the Contract (ABC)	₱266,200.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2023-181 Lot 2: 2023-156 Lot 3: 2023-200 Lot 4: 2023-202
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End-user:	City ENRO, TCH, CHO & CTO

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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
<b>Lot 4</b>	<b>CTO 2023-202/2-9-23</b>				
1.	Toner OPT 12	100	Crg		
2.	Fuji Xerox Toner (Black, DCS 2110)	8	Crg		
	<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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