



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.	2023-114
RFQ Date:	2/20/2023
Approved Budget for the Contract (ABC)	₱29,913.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2023-172 Lot 2: 2023-176 Lot 3: 2023-197
PR Date:	2/6/23,2/6/23
End-user:	City Auditor's Office, CEO & City ENRO

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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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 1	City Auditor's Office 2023-172/2-6-23				
1.	CORRECTION TAPE, film base type, UL 6m min	7	Piece		
2.	BOND PAPER, Multicopy long 80 gsm	10	Ream		
3.	BOND PAPER, Multicopy short 80gsm	10	Ream		
4.	COLORED PAPER-SHORT (ORANGE) 8 1/2"X11" 250 SHEETS 80GSM	2	Ream		
5.	PAPER BINDING COVER-BLUE SHORT	3	Ream		
6.	PAPER BINDING COVER-ORANGE SHORT	3	Ream		
7.	PLASTIC PAPER FASTENER	5	Box		
8.	FOLDER, EXPANDING LEGAL SIZE 100'S bundle	1	Bundle		
9.	MARKER, FLOURESCENT, 3 assorted colors per set	2	Set		
10.	MARKER, PERMANENT, bullet type, black	3	Piece		
11.	MARKER, PERMANENT, bullet type, blue	3	Piece		
12.	MARKER, PERMANENT, bullet type, red	3	Piece		

13.	PAPER CLIP, vinyl/plastic coat, length: 48mm min	3	Box		
14.	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	10	Piece		
15.	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	10	Piece		
16.	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	10	Piece		
17.	Ball Pen Finepoint Black 12pcs/box	4	Box		
18.	Ball Pen Finepoint Red 12pcs/box	4	Box		
19.	Ball Pen Finepoint Blue 12pcs/box	3	Box		
20.	Stand File Box Long, Data Filer	20	Pcs		
21.	Wood Paper Cutter Long	1	Unit		
22.	Desktop Pencil Sharpener	1	Pcs		
23.	Office Stamp Pad No. 2	2	Pcs		
24.	PVC Cover Short Transparent 200 Microns	2	Reams		
	<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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 Printed Name/Signature/Date

 Contact Number



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Address: _____

Contact No. _____

Procurement Title/Category: Office Supplies and Devices

RFQ No.	2023-114
RFQ Date:	2/20/2023
Approved Budget for the Contract (ABC)	₱125,248.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2023-172 Lot 2: 2023-176 Lot 3: 2023-197
PR Date:	2/6/23, 2/6/23
End-user:	City Auditor's Office, CEO & City ENRO

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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 2	CEO 2023-176/2-6-23				
1.	Paper, Photopaper, A4, Glossy, 10 pcs/pack	10	Pack		
2.	Correction Tape, 6mm	50	Pcs		
3.	Pen, Ball Point, Black, 0.5mm, 50's/box	14	Box		
4.	Pencil, small No. 2	30	Pcs		
5.	Bond Paper, Long 70gsm	30	Ream		
6.	Bond Paper, Short 70gsm	35	Ream		
7.	Bond Paper, A4 70gsm	25	Ream		
8.	Scissor, Summetrical, Blade Length 65mm min	14	Pcs		
9.	Cutter, Big	6	Pcs		
10.	White board marker, Bullet Type, Black	40	Pcs		
11.	Permanent Marker, Bullet Type, Black	40	Pcs		
12.	Pen, Ball Pen, Ordinary, Black, 12's/box	14	Box		
13.	Record Book 200 pages 6.5"x11"	30	Pcs		
14.	Paper Pad, Yellow Pad, 80 Leaves	20	Pad		
15.	Carbon Paper, Black, Perna Film, Legal	10	Box		
16.	Battery, Dry Cell, AA, 2 pieces per blister				

17.	Battery, Dry Cell, AAA, 2 pieces per blister pack	20	Pack		
18.	Battery 9Volts Extra Heavy Duty	20	Pcs		
19.	Eraser, Plastic/Rubber for Pencil draft/writing	10	Pcs		
20.	Blue, All Purpose, Gross Weight 130 Grams/Btl	7	Btl		
21.	Paste 200 Grams	10	Pcs		
22.	Box filer for Legal Size	3	Pcs		
23.	Sharpener Heavy Duty, manual Single Cutter Head	30	Pcs		
24.	Sign Pen, 1.0mm, Gel Impact	2	Pcs		
25.	Guntucker T30 Heavy Duty	7	Pcs		
26.	Guntucker Staples T30 5/16 8mm (1000)	30	Pcs		
27.	Sign Pen, 0.5mm Needle Liquid Gel (Black)	1	Pcs		
28.	Stamp Pad Ink, Purple or Violet	15	Bottle		
29.	Masking Tape, Width: 24mm	15	Roll		
30.	Masking Tape, Width: 48mm	15	Roll		
31.	Thumbtacks	15	Box		
32.	Scotch Tape 1"	10	Pcs		
33.	Scotch Tape 2"	10	Pcs		
34.	Scotch Tape 3"	10	Pcs		
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1st Canvassing

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Address: _____

Contact No. _____

Procurement Title/Category: Office Supplies and Devices

RFQ No.	2023-114
RFQ Date:	2/20/2023
Approved Budget for the Contract (ABC)	₱17,755.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2023-172 Lot 2: 2023-176 Lot 3: 2023-197
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Lot 3	City ENRO 2023-197/2-9-23				
1.	PAPER, MULTICOPY 70GSM A4	10	REAM		
2.	PAPER, MULTICOPY 70GSM LEGAL	10	REAM		
3.	TAPE TRANSPARENT 2 INCHES	3	ROLL		
4.	STAPLE WIRE, STANDARD #35	6	BOX		
5.	PASTE 200 GRAMS	5	JAR		
6.	MARKER, FLOURESCENT ASSTD. COLORS	2	SET		
7.	FOLDER TAGBOARD LEGAL 100 PCS	1	PACK		
8.	MAILING ENVELOPE WHITE, LONG	100	PC		
9.	BALLPEN BLACK 12'S	2	BOX		
10.	SIGN PEN 1.0 BLACK	1	BOX		
11.	SIGN PEN 1.0 BLUE	1	BOX		
12.	PAPER CLIP, ASSTD. COLORS, SMALL	10	BOX		
13.	CORRECTION TAPE BIG	10	PC		
14.	STAMPING PAD	3	PC		
15.	CARBON PAPER, LONG	5	BOX		
	<i>xxxxx nothing follows xxxxx</i>	GRAND TOTAL:			

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