



Republika ng Pilipinas
PAMAHALAANG LUNGSOD NG TACLOBAN
(City Government of Tacloban)
Kanhuraw Hill, Tacloban City 6500

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

2nd Canvassing

Company Name/Supplier: _____

Address: _____

Contact No. _____

RFQ No.	2023-114(1)
RFQ Date:	3/3/2023
Approved Budget for the Contract (ABC)	₱125,248.00
Mode of Procurement	Shopping B
PR No.	Lot 2: 2023-176
PR Date:	2/6/23
End-user:	CEO

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 **March 8, 2023**. Opening of quotation shall be held at 2 o'clock in the afternoon of **March 9, 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 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 pack	20	Pack		
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.	Glue, 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		
	<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