



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

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 6, 2023**. Opening of quotation shall be held at 2 o'clock in the afternoon of **March 7, 2023**.

RFQ No.	2023-130
RFQ Date:	3/2/2023
Approved Budget for the Contract (ABC)	₱4,999.95
Mode of Procurement	Shopping B
PR No.	Lot 1: 2023-231 Lot 2: 2023-230 Lot 3: 2023-182 Lot 4: 2023-58 Lot 5: 2023-59
PR Date:	2/15/23, 2/15/23, 2/8/23, 1/19/23
End-user:	City DILG, CPDO, CMO-Youth & CTO

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
Lot 1	City DILG 2023-231/2-15-23				
1.	Bookpaper (A4 size: 80 gsm)	3	Boxes		
	<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.

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RFQ No.	2023-130
RFQ Date:	3/2/2023
Approved Budget for the Contract (ABC)	₱6,748.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2023-231 Lot 2: 2023-230 Lot 3: 2023-182 Lot 4: 2023-58 Lot 5: 2023-59
PR Date:	2/15/23, 2/15/23, 2/8/23, 1/19/23
End-user:	City DILG, CPDO, CMO-Youth & CTO

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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 2	City DILG 2023-230/2-15-23				
1.	Bookpaper (A4 size: 80 gsm)	4	Boxes		
	<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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RFQ No.	2023-130
RFQ Date:	3/2/2023
Approved Budget for the Contract (ABC)	₱93,200.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2023-231 Lot 2: 2023-230 Lot 3: 2023-182 Lot 4: 2023-58 Lot 5: 2023-59
PR Date:	2/15/23, 2/15/23, 2/8/23, 1/19/23
End-user:	City DILG, CPDO, CMO-Youth & CTO

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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 3	CPDO 2023-182/2-8-23				
1.	Paper, multicopy, 8gsm, legal size	75	Reams		
2.	Paper, multicopy, 8gsm, A4 size	75	Reams		
3.	Tabbing	60	Boxes		
4.	Arch File (8.5x14, green)	30	Pcs.		
5.	Flashdrive, 64GB	6	Pcs.		
6.	Stapler with staple remover	5	Pcs.		
7.	Certificate Holder	10	Pcs.		
8.	Double Adhesive Tape	10	Rolls		
9.	Sign Pen, color black, Gel Pen, 0.7mm	5	Boxes		
10.	Sticker Paper, A4 Size	10	Packs		
	<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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RFQ No.	2023-130
RFQ Date:	3/2/2023
Approved Budget for the Contract (ABC)	₱17,575.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2023-231 Lot 2: 2023-230 Lot 3: 2023-182 Lot 4: 2023-58 Lot 5: 2023-59
PR Date:	2/15/23,2/15/23, 2/8/23,1/19/23
End-user:	City DILG,CPDO, CMO-Youth & CTO

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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 4	CMO-Youth 2023-58/1-19-23				
1.	Book, notebook, single line 50 leaves	300	Books		
2.	Ball point pen black 12's/box	15	Boxes		
3.	Ball point pen blue 12's/box	15	Boxes		
4.	Legal size bond paper	10	Reams		
5.	Permanent marker (black)	10	Pcs		
6.	Whiteboard marker (black)	10	Pcs		
7.	Cartolina assorted colors 10's	20	Packs		
8.	Manila paper 10's	20	Packs		
	<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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RFQ No.	2023-130
RFQ Date:	3/2/2023
Approved Budget for the Contract (ABC)	₱618,221.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2023-231 Lot 2: 2023-230 Lot 3: 2023-182 Lot 4: 2023-58 Lot 5: 2023-59
PR Date:	2/15/23,2/15/23, 2/8/23,1/19/23
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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 5	CTO 2023-59/1-19-23				
1.	Paper Mimeo short, S20	320	Rms		
2.	Paper Mimeo long, S20	350	Rms		
3.	Staple wire #35	150	Box		
4.	Staple wire #10	50	Box		
5.	Binder Clip ¾"	84	Box		
6.	Rubber band small	200	Box		
7.	Ballpen, black, 0.5mm (12pcs/box)	120	Box		
8.	Ballpen, blue, 0.5mm (12pcs/box)	20	Box		
9.	Clear Glue w/sponge tip 50ml	20	Pcs		
10.	Calculator 14 digits	10	Pc		
11.	Calculator 14 digits w/tilting	6	Pc		
12.	Alcohol 70% solution	280	Pc		
13.	Electronic Adding Machine 12 digits	5	Pc		
14.	Scotch Tape 1"	50	Roll		

15.	Puncher, HD	2	Pc		
16.	Endless Ribbon/ Refill Epson LX310 50 pcs/pack	3	Pack		
17.	Calculator Ribbon	50	Box		
18.	Battery, Size AA 4's/pack	20	Box		
19.	Battery, Size AAA 4's/pack	20	Box		
20.	Clear Book Long 100 pockets	10	Pc		
21.	Paper, Specialty Board 8-1/2" x 13 10 pcs/pcks	5	Pack		
22.	Stapler w/remover, HD	20	Pc		
23.	Highlighter marker light blue 12pcs/box	3	Box		
24.	Highlighter marker yellow 12 pcs/box	3	Box		
25.	Highlighter marker pink (neon) 12 pcs/box	3	Box		
26.	Book Paper A4 gsm 80	150	Rms		
27.	Bool Paper Legal gsm 80	250	Rms		
	<i>xxxxx nothing follows xxxxx</i>	GRAND TOTAL:			

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