



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.	2023-137
RFQ Date:	3/3/2023
Approved Budget for the Contract (ABC)	₱318,870.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2023-244 Lot 2: 2023-62
PR Date:	2/17/23,1/19/23
End-user:	CHO & HRMDO

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 1	CHO 2023-244/2-17-23				
1.	Ballpen, ballpoint, black	200	Pc		
2.	Ballpen, ballpoint, blue & red	100	Pc		
3.	Brown Envelope, long	200	Pc		
4.	Folder, long, good quality No. 14, 100's	8	Ream		
5.	Glue with spreader 200mg	20	Jar		
6.	Paper Clip, big size, plastic coated	50	Box		
7.	Paper Clip, small size plastic coated	50	Box		
8.	Paper Fastener, plastic	70	Box		
9.	Paper Multi Purpose A4 70gsm (Paper one)	400	Ream		
10.	Paper Multi Purpose, legal 80gsm (paper one)	450	Ream		
11.	Official Recordbook, 500pp	30	Pc		
12.	Official Recordbook, 300pp	30	Pc		
13.	Rubber band, big, good quality	8	Box		
14.	Sign pen, (fine line) 0.7 black	50	Pc		

	<i>xxxxx nothing follows xxxxx</i>	GRAND TOTAL:			
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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



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Company Name/Supplier: _____

Address: _____

Contact No. _____

RFQ No.	2023-137
RFQ Date:	3/3/2023
Approved Budget for the Contract (ABC)	₱140,508.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2023-244 Lot 2: 2023-62
PR Date:	2/17/23,1/19/23
End-user:	CHO & HRMDO

Procurement Title/Category: Office Supplies and Devices

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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 2	HRMDO 2023-62/1-19-23				
1.	BATTERY, dry cell, AA, 4 piece per blister pack	10	Pack		
2.	BATTERY, dry cell, AAA, 4 piece per blister pack	10	Pack		
3.	BINDER CLIP (15mm)	5	Box		
4.	BINDER CLIP (19mm)	5	Box		
5.	BINDER CLIP (25mm)	5	Box		
6.	BINDER CLIP (32mm)	5	Box		
7.	BOX FILER w/cover (11"x17")	20	Pcs		
8.	CORRECTION TAPE, film base type, UL 6m min, 5mm	20	Pcs		
9.	ENVELOPE, DOCUMENTARY, for legal size document, 100pcs/box	1	Box		
10.	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc., 100pcs/box	1	Box		
11.	FASTENER, PLASTIC, 25mm, 50s/box	10	Box		

12.	FOLDER, TAGBOARD, for legal size documents (brown), 100 pcs/pack	10	Pack		
13.	Folder, Tagboard, A4, 100 pcs/pack	1	Pack		
14.	FOLDER, expanding, for legal size documents	25	Pcs		
15.	GLUE, all purpose, gross weight: 200 grams min	6	Btl		
16.	MARKER, FLOURESCENT, (3 asst.color/set)	4	Pcs		
17.	MARKER, whiteboard, black, felt tip, bullet type	10	Pcs		
18.	MARKER, whiteboard, red, felt tip, bullet type	4	Pcs		
19.	Metal Desk Tray, heavy duty (3 layers)	3	Pcs		
20.	OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES-SCISSORS, SYMMETRICAL, BLADE LENGTH: 65MM MIN	5	Pcs		
21.	PAPER CLIP, vinyl/plastic coat, length: 32mm min	4	Box		
22.	PAPER CLIP, vinyl/plastic coat, length: 48mm min	4	Box		
23.	PAPER CLIP, vinyl/plastic coat, length: 50mm, 120 gms (Jumbo)	4	Box		
24.	PAPER, Multicopy, A4, 80 gsm	100	Reams		
25.	PAPER, multicopy, Legal, 80 gsm	100	Reams		
26.	Pen, Ball Point, Black 0.5mm, 12s/box	10	Box		
27.	PEN, Ball Point Blue 0.5, 12s/box	10	Box		
28.	PUNCHER, paper, heavy duty, with two hole guide	2	Pcs		
29.	Push Pins/box	2	Box		
30.	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	5	Pcs		
31.	RING BINDER, 80 rings, 1"	5	Pcs		
32.	RING BINDER, 80 rings, 1/2"	5	Pcs		
33.	RING BINDER, 80 rings, 1/4"	5	Pcs		
34.	RING BINDER, 80 rings, 3/4"	5	Pcs		
35.	Rubber Band, All-Purpose, Transparent Natural Color, Size: Stationery No. 18, Big Box	2	Box		
36.	Scotch Tape (transparent) 1" 24mm	10	Pcs		
37.	Scotch Tape (transparent) ½ mm	10	Pcs		
38.	SIGN HERE STICKER (assorted colors)	20	Pad		
39.	SIGN PEN, BLACK, liquid gel ink, 0.5mm needle tip, 12s/box	10	Box		
40.	SIGN PEN, BLUE, liquid gel ink, 0.5mm needle tip, 12s/box	5	Box		
41.	Sign Pen, Black, 1.0 mm, Gel Impact	10	Box		
42.	STAPLE WIRE, STANDARD, (26/6)	10	Box		
43.	Stapler w/Staple Remover, #35	5	Box		
44.	Sticky Notes ("3x2")	20	Pad		
45.	Tape, Masking Tape, ½", 15m/roll	10	Pcs		
46.	Tape, Masking Tape, 1", 15m/roll	20	Pcs		
47.	Tape, Masking Tape, 2", 15m/roll	10	Pcs		
	<i>xxxxx nothing follows xxxxx</i>		GRAND TOTAL:		

Brand & Model: _____ Warranty: _____
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