



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.	2023-157
RFQ Date:	3/10/2023
Approved Budget for the Contract (ABC)	₱26,595.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2023-239 Lot 2: 2023-261 Lot 3: 2023-267
PR Date:	2/16/23,2/22/23,2/22/23
End-user:	PDAO,OSCA

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 15, 2023**. Opening of quotation shall be held at 2 o'clock in the afternoon of **March 16, 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	PDAO 2023-239/2-16-23				
1.	Sign Pen black 12's, liquid/gel ink, 0.5mm	5	Box		
2.	Correction tape 8m	30	Pcs		
3.	Multipurpose paper legal 80gsm	30	Ream		
4.	Paper, multipurpose A4 70gsm, 210mmx297mm	21	Ream		
5.	Clip, Backfold, all metal, clamping: 19mm(-1mm)3/4	5	Box		
6.	Paper fastener colored 70m(2-3-4) center 50mm (2") capacity 50 sets	5	Box		
7.	Plastic envelope w/handle long	20	Pcs		
8.	White glue w/spreader 200gms	5	Jar		
9.	Photo paper waterproof glossy A4 210x297mm	10	Sheets		
	<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



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Contact No. _____

Procurement Title/Category: Office Supplies and Devices

RFQ No.	2023-157
RFQ Date:	3/10/2023
Approved Budget for the Contract (ABC)	₱2,088.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2023-239 Lot 2: 2023-261 Lot 3: 2023-267
PR Date:	2/16/23,2/22/23,2/22/23
End-user:	PDAO,OSCA

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3. **Cash on Delivery modes shall not be acknowledged and quotation with such modes shall be considered failed.**
4. 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;
5. Quoted price shall be valid for a period of (6) months;
6. Documents to be attached upon submission of this quotation:
 - a. **Valid Mayor's Business Permit**
 - b. **PhilGEPS Registration Number/Organization ID Number**
 - c. Brochure showing brand, model and specifications of the product being offered, if applicable.
 - d. All photocopied documents submitted shall be a certified copy from the original.
 - e. All documents must be enclosed in a properly labeled and sealed envelope, indicating the PR No.
7. 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	OSCA 2023-261/2-22-23				
1.	Flash Drive, 16 GB Capacity	6	Pc		
	<i>xxxxx nothing follows xxxxx</i>	GRAND TOTAL:			

Brand & Model: _____ Warranty: _____

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Address: _____

Contact No. _____

Procurement Title/Category: Office Supplies and Devices

RFQ No.	2023-157
RFQ Date:	3/10/2023
Approved Budget for the Contract (ABC)	₱26,840.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2023-239 Lot 2: 2023-261 Lot 3: 2023-267
PR Date:	2/16/23,2/22/23,2/22/23
End-user:	PDAO,OSCA

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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 3	OSCA 2023-267/2-22-23				
1.	Paper, Multi-Purpose (COPY) Legal, 70 gsm	25	Ream		
2.	Paper, Multi-Purpose (COPY) A4, 70 gsm	25	Ream		
3.	Cartolina 20pcs/pack, White	5	Pack		
4.	Tape, Transparent, width: 48mm (±1mm)	8	Roll		
5.	Tape, Masking, width: 48mm (±1mm)	8	Roll		
6.	Glue, All-Purpose, Gross Weight:130 grams	10	Btl		
7.	Sign Pen, 0.5, Black, Liquid/Gel Ink, 0.5mm Needle Tip	50	Pc		
8.	Pen, ballpen, Black 0.7 12's/Box	20	Box		
9.	Scissors, Symmetrical, Blade Length: 65mm min 2.5"	20	Pair		
10.	Stamp Pad Ink, Purple or Violet	5	Btl		
11.	Stamp Pad Ink, Black	5	Btl		
12.	Data File Box	8	Pc		
13.	Envelope, Long No Handle, Transparent, Long	300	Pc		
14.	Paper Clip, Vinyl/plastic Coat, Length: 48mm min	20	Box		

	<i>xxxxx nothing follows xxxxx</i>	GRAND TOTAL:			
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Brand & Model: _____ Warranty: _____
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