



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.	2023-169
RFQ Date:	3/15/2023
Approved Budget for the Contract (ABC)	₱87,600.00
Mode of Procurement	Shopping B
PR No.	2023-251
PR Date:	2/17/23
End-user:	TCFS

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 20, 2023**. Opening of quotation shall be held at 2 o'clock in the afternoon of **March 21, 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
1.	Paper, Multicopy purpose, A4, 70 gsm, 210 x 297 mm	150	Reams		
2.	Specialty Paper A4, 180 gsm color: white	30	Pad		
3.	Laminating Film, Long, 250 micron	1	Box		
4.	Sticker paper, legal, matte, 60 gsm, 10s	30	Pad		
5.	Whiteboard marker, black, 12s	5	Box		
6.	Jumbo paper clip, 50mm, vinyl coated multicolored, 100s	20	Box		
7.	Box filer w/cover 11x15 for legal size documents, color: Red	5	Pcs		
8.	DATA file box, made of clipboard w/ closed ends, color: Red	10	Pcs		
9.	Stapler, big, 35 w/staple remover	6	Pcs		
10.	Transparent tape, 48mmx50y	30	Pcs		
11.	Packing tape, 48mmx50y	30	Pcs		
12.	Calculator, compact, 12 digits	5	Pcs		
13.	Battery AA 4s	10	Pack		
14.	Battery AAA 4s	10	Pack		
	<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