



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

**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION**

1<sup>st</sup> Canvassing

Company Name/Supplier: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No. \_\_\_\_\_

RFQ No.	2023-212
RFQ Date:	3/27/2023
Approved Budget for the Contract (ABC)	₱54,990.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2023-368 Lot 2: 2023-24
PR Date:	3/14/23,1/16/23
End-user:	CGSO & CMO-Supply

Procurement Title/Category: Janitorial Supplies

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 30, 2023**. Opening of quotation shall be held at 2 o'clock in the afternoon of **March 30, 2023**.

**Sgd. JONATHAN R. HIJADA**

BAC Chairman

Terms & Conditions:

1. All entries must either be typewritten or legibly handwritten;
2. 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;
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 1	CGSO 2023-368/3-14-23				
1.	Black bag, XL 100's/pack	35	Pack		
2.	Broom stick (ting-ting)	50	Pcs		
3.	Broom soft (Tambo)	10	Pcs		
4.	Detergent powder, all purpose 1kg	40	Pack		
5.	Fabric conditioner 1 liter	35	Btls		
6.	Toilet Tissue Paper,3-Ply, 12 rolls/pack	5	Pack		
7.	Muriatic acid 1 liter	8	Btls		
	<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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Printed Name/Signature/Date

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Contact Number



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1<sup>st</sup> Canvassing

Company Name/Supplier: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No. \_\_\_\_\_

RFQ No.	2023-212
RFQ Date:	3/27/2023
Approved Budget for the Contract (ABC)	₱696,270.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2023-368 Lot 2: 2023-24
PR Date:	3/14/23, 1/16/23
End-user:	CGSO & CMO-Supply

Procurement Title/Category: Janitorial Supplies

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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 2	CMO-Supply 2023-24/1-16-23				
1.	AIR FRESHENER SPRAY, aerosol, 280ml/150g min	80	Can		
2.	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	700	Btl		
3.	TOILET TISSUE PAPER 2-plys sheets, 150 pulls, 12rolls/pack	300	Pack		
4.	Trash Can w/ Cover, Plastic, Big	50	Pc		
5.	Broom, Soft (Tambo), weight: 200g min tiger grass	100	Pc		
6.	BROOM, STICK (TING-TING), usable length: 760mm min	100	Pc		
7.	Candle, tiny tapers, ½" diameter, 10" length, 20pcs/pack	250	Pack		
8.	Cleaner, Toilet Bowl and Urinal, 900ml-1000ml cap	50	Btl		
9.	Cleanser, Scouring Powder, 350g min/can	50	Can		
10.	Chlorine Powder	40	Kilo		
11.	Dishwashing Liquid, 250ml	70	Btl		
12.	DETERGENT POWDER, all purpose, 1kg	100	Pouch		

13.	Detergent Bar, 140 grams	30	Bar		
14.	DISINFECTANT SPRAY, aerosol type, 400-550 grams	100	Can		
15.	Insecticide, aerosol type, net content: 420ml min	70	Can		
16.	Fabric Conditioner, 1 liter	50	Btls		
17.	TRASHBAG, plastic, black bag, 100's	200	Pack		
18.	DUST PAN, non-rigid plastic, w/detachable handle	50	Pc		
19.	Glass Cleaner, 500ml	50	Pc		
20.	Floor Mop with wood handle, metal frame, 18" long & cotton	50	Pc		
21.	Mop Handle, heavy duty, aluminum, screw type	30	Pc		
22.	Mop Head, made of rayon, weight: 400 grams min	30	Pc		
23.	Muriatic Acid, 4liters/gal	20	Gal		
24.	Bleach Liquid, 4L/gal	50	Gal		
25.	Toilet Deodorant Cake, 50 gsm, 3's/box	50	Box		
26.	Toilet Brush, Plastic with handle	20	Pc		
27.	Toilet Rubber Pump	20	Pc		
28.	Rags, all cotton, 10pcs/bundle	100	Bundle		
29.	Hand Sanitizer, 500ml w/pump	50	Bottle		
30.	Hand Wash Soap, liquid, 1L	50	Bottle		
31.	Air freshener CAR SCENTED GEL, 180grams	50	Pc		
	<i>xxxxx nothing follows xxxxx</i>	GRAND TOTAL:			

Brand & Model: \_\_\_\_\_ Warranty: \_\_\_\_\_  
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\_\_\_\_\_  
 Printed Name/Signature/Date

\_\_\_\_\_  
 Contact Number