



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.	2023-213
RFQ Date:	3/27/2023
Approved Budget for the Contract (ABC)	₱52,695.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2023-348 Lot 2: 2023-400
PR Date:	3/13/23,3/22/23
End-user:	CVO & CBO

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 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:

- 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	CVO 2023-348/3-13-23				
1.	Sign Pen black (ball point) 0.7 mm	50	Pcs		
2.	Paper Colored Bond Paper Legal 216mmx330mm 80gsm	30	Reams		
3.	Fastener Plastic 25mm 50's box	10	Box		
4.	Permanent Bullet type, Marker Black	10	Pcs		
5.	Pencil, lead w/eraser, wood cased 12's/box	2	Box		
6.	Scissors	10	Pcs		
7.	White board Marker black bullet type, felt tip	10	Pcs		
8.	Staple Wire#35	10	Bxs		
9.	Carbon Fil, PE Black Size 210mmx297mm 100's	4	Box		
10.	Carbon Fil, PE Black Size 216mmx330mm 100's	4	Box		
11.	Correction Tape Film base, 500x8m	20	Pcs		
12.	Folder, Legal size documents 100's	6	Bundle		

13.	Folder, A4 size documents 100's	6	Bundle		
14.	Rubber band 350grms	1	Box		
15.	Masking Tape 2' width, length 50meters	6	Roll		
16.	Scotch Tape 1inch	6	Roll		
17.	Glue All purpose, 118ml	5	Btls		
18.	Cartolina Assorted 20's/pack	3	Pcks		
19.	Pen, Ball Pen, Black 0.5mm 12pcs/box	10	Box		
20.	Pen, Ball Pen, Blue 0.5mm 12pcs/box	10	Box		
21.	Pen, Ball Pen, black 0.5mm 12pcs/box	5	Box		
22.	Plastic Twine	6	Rolls		
	<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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REQUEST FOR QUOTATION

1st Canvassing

Company Name/Supplier: _____

Address: _____

Contact No. _____

RFQ No.	2023-213
RFQ Date:	3/27/2023
Approved Budget for the Contract (ABC)	₱127,395.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2023-348 Lot 2: 2023-400
PR Date:	3/13/23,3/22/23
End-user:	CVO & CBO

Procurement Title/Category: Office Supplies and Devices

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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 2	CBO 2023-400/3-22-23				
1.	Paper, Multicopy 80 gsm long	60	Reams		
2.	Paper, Multicopy 80 gsm short	80	Reams		
3.	Paper, Multicopy 80 gsm A4	60	Reams		
4.	Brown Envelope legal size	300	Pcs		
5.	Brown Envelope A4	300	Pcs		
6.	Expanding Envelope Legal size	200	Pcs		
7.	Record Book 300 pages	15	Pcs		
8.	Record Book 500 pages	15	Pcs		
9.	Sign Pen, black, Liquid/gel ink 0.5mm 12pcs/box	30	Pcs		
10.	Sign pen, blue liquid/gel ink 0.5mm 12pcs/box	30	Pcs		
11.	Ballpen Black 0.5mm 12pcs/box	5	Box		
12.	Pencil, lead w/ eraser 12pcs/box	5	Box		
13.	Ring binder Plastic 2"	10	Pcs		
14.	Ring binder plastic 1"	10	Pcs		

15.	Ring binder Plastic 1' ½	10	Pcs		
16.	Ring binder Plastic 1" ¾	10	Pcs		
17.	Note pad, stick on 3'x3' mm	15	Pad		
18.	Note pad, stick on 2'x3' mm	15	Pad		
19.	Paper Fastener, Plastic coat 50 sets/box	15	Box		
20.	Correction Tape 6mm	30	Pcs		
21.	Staple wire, standard (26/6)	15	Box		
22.	Flash drive 64GB capacity	4	Unit		
23.	Data file box, made of chipboard, with closed ends	30	Box		
24.	Stamp pad ink, purple/violet	2	Btl		
25.	Masking tape, width: 48mm	5	Roll		
26.	Masking tape, width: 24mm	5	Roll		
27.	Tape, transparent, width: 48mm	5	Roll		
28.	Tape, transparent, width: 24mm	5	Roll		
29.	Binder clip 1 ¼ inch	3	Box		
30.	Ballpen, red 0.5	3	Box		
31.	Permanent marker black	1	Box		
32.	Stapler, standard type, load 200 staple	3	Unit		
33.	Calculator, compact 12digits	3	Unit		
34.	Battery, dry cell AAA 2pcs/pack	5	Pack		
35.	Battery, dry cell AA 2pcs/pack	5	Pack		
36.	Scissors 7", big size, heavy duty	5	Unit		
37.	Rubber band 100pcs/box	2	Box		
38.	Folder, Ordinary Legal 100pcs/pack	4	Pack		
39.	Folder, Ordinary A4 100/pack	4	Pack		
40.	Double Adhesive tape, width 24mm	7	Roll		
41.	Double Adhesive tape, width 48mm	7	Roll		
42.	Index tab, Self-adhesive Transparent, 5's	20	Box		
	<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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