



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. \_\_\_\_\_

Procurement Title/Category: Office Equipment Supplies and Consumables

RFQ No.	2023-235
RFQ Date:	4/4/2023
Approved Budget for the Contract (ABC)	₱35,500.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2023-395 Lot 2: 2023-437 Lot 3: 2023-430 Lot 4: 2023-426
PR Date:	3/21/23, 3/27/23, 3/24/23 & 3/24/23
End-user:	CMO-BAC, City Population Office, CEO & CTO

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 **April 11, 2023**. Opening of quotation shall be held at 2 o'clock in the afternoon of **April 11, 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	CMO-BAC 2023-395/3-21-23				
1.	Toner for Fujifilm Apeos C2560, Black	1	Pc		
2.	Toner for Fujifilm Apeos C2560, Cyan	1	Pc		
	<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

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

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Procurement Title/Category: Office Equipment Supplies and Consumables

RFQ No.	2023-235
RFQ Date:	4/4/2023
Approved Budget for the Contract (ABC)	₱23,000.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2023-395 Lot 2: 2023-437 Lot 3: 2023-430 Lot 4: 2023-426
PR Date:	3/21/23, 3/27/23, 3/24/23 & 3/24/23
End-user:	CMO-BAC, City Population Office, CEO & CTO

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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 2	City Population Office 2023-437/3-27-23				
1.	Toner Cartridge for fujiXerox Docucentre S2110	1	Cart.		
2.	Drum Cartridge for fujiXerox Docucentre S2110	1	Cart.		
	<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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Address: \_\_\_\_\_

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

Procurement Title/Category: Office Equipment Supplies and Consumables

RFQ No.	2023-235
RFQ Date:	4/4/2023
Approved Budget for the Contract (ABC)	₱39,800.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2023-395 Lot 2: 2023-437 Lot 3: 2023-430 Lot 4: 2023-426
PR Date:	3/21/23, 3/27/23, 3/24/23 & 3/24/23
End-user:	CMO-BAC, City Population Office, CEO & CTO

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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 3	CEO 2023-430/3-24-23				
1.	Ink Cart, Epson C13T664100 (T6641), Black	25	Cart		
2.	Ink Cart, Epson C13T664100 (T6642), Cyan	5	Cart		
3.	Ink Cart, Epson C13T664100 (T6643), Magenta	5	Cart		
4.	Ink Cart, Epson C13T664100 (T6644), Yellow	5	Cart		
5.	Canon GI-790 (Black)	25	Cart		
6.	Canon GI-790 (Yellow)	5	Cart		
7.	Canon GI-790 (Magenta)	5	Cart		
8.	Canon GI-790 (Cyan)	5	Cart		
	<i>xxxxx nothing follows xxxxx</i>	GRAND TOTAL:			

Brand & Model: \_\_\_\_\_ Warranty: \_\_\_\_\_

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

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

Procurement Title/Category: Office Equipment Supplies and Consumables

RFQ No.	2023-235
RFQ Date:	4/4/2023
Approved Budget for the Contract (ABC)	₱22,522.50
Mode of Procurement	Shopping B
PR No.	Lot 1: 2023-395 Lot 2: 2023-437 Lot 3: 2023-430 Lot 4: 2023-426
PR Date:	3/21/23, 3/27/23, 3/24/23 & 3/24/23
End-user:	CMO-BAC, City Population Office, CEO & CTO

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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 4	CTO 2023-426/3-24-23				
1.	Computer Ink Epson 664 black	15	Bottle		
2.	Computer Ink Epson 664 cyan	12	Bottle		
3.	Computer Ink Epson 664 yellow	12	Bottle		
4.	Computer Ink Epson 664 magenta	12	Bottle		
5.	Computer Ink Epson 003 black	2	Bottle		
6.	Computer Ink Epson 003 cyan	1	Bottle		
7.	Computer Ink Epson 003 yellow	1	Bottle		
8.	Computer Ink Epson 003 magenta	1	Bottle		
9.	Computer Ink Epson 001 black	2	Bottle		
10.	Computer Ink Epson 001 cyan	1	Bottle		
11.	Computer Ink Epson 001 yellow	1	Bottle		
12.	Computer Ink Epson 001 magenta	1	Bottle		

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