



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 Equipment Supplies and Consumables

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 24, 2023**. Opening of quotation shall be held at 2 o'clock in the afternoon of **April 25, 2023**.

RFQ No.	2023-266
RFQ Date:	4/20/2023
Approved Budget for the Contract (ABC)	₱18,000.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2023-492 Lot 2: 2023-481 Lot 3: 2023-488 Lot 4: 2023-483 Lot 5: 2023-482
PR Date:	4/13/23,4/12/23, 4/13/23,4/12/23, 4/12/23
End-user:	CSWDO, CHO, CMO-Supply, CBO

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.
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- 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	CSWDO 2023-492/4-13-23				
1.	Ink Magenta EPSON 003	10	Btl		
2.	Ink Yellow EPSON 003	10	Btl		
3.	Ink Cyan EPSON 003	10	Btl		
4.	Ink Black EPSON 003	10	Btl		
	<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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RFQ No.	2023-266
RFQ Date:	4/20/2023
Approved Budget for the Contract (ABC)	₱4,500.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2023-492 Lot 2: 2023-481 Lot 3: 2023-488 Lot 4: 2023-483 Lot 5: 2023-482
PR Date:	4/13/23, 4/12/23, 4/13/23, 4/12/23, 4/12/23
End-user:	CSWDO, CHO, CMO-Supply, CBO

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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 2	CSWDO 2023-481/4-12-23				
1.	Ink Magenta comp HP Ink tank GT 52 70 ml	2	Btl		
2.	Ink Yellow comp HP Ink tank GT 52 70 ml	2	Btl		
3.	Ink Cyan comp HP Ink tank GT 52 70 ml	2	Btl		
4.	Ink Black comp HP Ink tank GT 52 70 ml	3	Btl		
	<i>xxxxx nothing follows xxxxx</i>	GRAND TOTAL:			

Brand & Model: _____ Warranty: _____

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RFQ No.	2023-266
RFQ Date:	4/20/2023
Approved Budget for the Contract (ABC)	P96,000.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2023-492 Lot 2: 2023-481 Lot 3: 2023-488 Lot 4: 2023-483 Lot 5: 2023-482
PR Date:	4/13/23, 4/12/23, 4/13/23, 4/12/23, 4/12/23
End-user:	CSWDO, CHO, CMO-Supply, CBO

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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 3	CHO 2023-488/4-13-23				
1.	T720, Printer Ink, Black color-BT 6000	90	Bottle		
2.	T720, Printer Ink, Cyan color-BT 6002	50	Bottle		
3.	T720, Printer Ink, Magenta color-BT 6003	50	Bottle		
4.	T720, Printer Ink, Yellow color-BT 6004	50	Bottle		
	<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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RFQ No.	2023-266
RFQ Date:	4/20/2023
Approved Budget for the Contract (ABC)	₱233,760.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2023-492 Lot 2: 2023-481 Lot 3: 2023-488 Lot 4: 2023-483 Lot 5: 2023-482
PR Date:	4/13/23, 4/12/23, 4/13/23, 4/12/23, 4/12/23
End-user:	CSWDO, CHO, CMO-Supply, CBO

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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 4	CMO-Supply 2023-483/4-12-23				
1.	INK CART, 664 Black, 70ml	100	Btls		
2.	INK CART, 664 Yellow, 70ml	70	Btls		
3.	INK CART, 664 Cyan, 70ml	70	Btls		
4.	INK CART, 664 Magenta, 70ml	70	Btls		
5.	INK CART, 003 Black, 70ml	70	Btls		
6.	INK CART, 003 Yellow, 70ml	50	Btls		
7.	INK CART, 003 Cyan, 70ml	50	Btls		
8.	INK CART, 003 Magenta, 70ml	50	Btls		
	<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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RFQ No.	2023-266
RFQ Date:	4/20/2023
Approved Budget for the Contract (ABC)	₱72,040.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2023-492 Lot 2: 2023-481 Lot 3: 2023-488 Lot 4: 2023-483 Lot 5: 2023-482
PR Date:	4/13/23, 4/12/23, 4/13/23, 4/12/23, 4/12/23
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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 5	CBO 2023-482/4-12-23				
1.	Ink, 003 black 70ml	8	Btls		
2.	Ink, 003 cyan 70ml	7	Btls		
3.	Ink, 003 magenta 70ml	7	Btls		
4.	Ink, 003 yellow 70ml	7	Btls		
5.	Ink, 664 black 70ml	10	Btl		
6.	Ink, GI-790 black 70ml	10	Btl		
7.	Ink, GI-790 cyan 70ml	5	Btl		
8.	Ink, GI-790 magenta 70ml	5	Btl		
9.	Ink, GI-790 yellow 70ml	5	Btl		
10.	Toner Cartridge DC2520	9	Cart		
11.	Toner Cartridge (Q2612A)	4	Cart		
	<i>xxxxx nothing follows xxxxx</i>	GRAND TOTAL:			

Brand & Model: _____ Warranty: _____
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