



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 Supplies and Devices

RFQ No.	2023-267
RFQ Date:	4/20/2023
Approved Budget for the Contract (ABC)	₱62,100.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2023-29 Lot 2: 2023-480
PR Date:	1/16/23,4/12/23
End-user:	City Accountants Office & CGSO

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**.

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	City Accountant' Office 2023-29/1-16-23				
1.	BAND-RUBBER BAND, 70mm min lay flat length (#18) 225gms.	10	Bx		
2.	Record Book, 500pages,size: 214x278mm min	20	PC		
3.	Record Book, 300pages, size: 214x278mm min	15	PC		
4.	Correction tape UL 12m min	25	PC		
5.	FOLDER-FOLDER, for Legal size Documents 100's/bundle	5	RM		
6.	Pen Point, Black 0.5mm Liquid/gel needle 12pcs.	10	Box		
7.	Pen Point, Green 0.5mm Liquid/gel needle 12 pcs.	10	Box		
8.	Pen Point, Red 0.5mm Liquid/gel needle 12 pcs.	10	PC.		
9.	Paper Fastener Plastic 70mmx50mm	30	Box		
10.	Paper Clip vinyl/plastic coat, length: 32mm	20	Pck.		
11.	Paper Clip vinyl/plastic coat, length: 48mm	30	Pck.		
12.	Ink Stampad (Black) ink 30ml	10	Set		
13.	Tape, Transparent, width: 24mm	10	PC		
14.	Brown Envelope Legal size Document 100	1	RM		
15.	Stapler HD w/remover HD50R	3	Pc		
16.	Calulator compact, calculator	4	Pc.		
17.	Stabile highlighter Color Yellow, Pink, Orange 12's/box	3	Pc.		

18.	Pencil, Lead W/eraser, wood cased hardness: 12pcs/pack	2	Box		
19.	Staple Wire TM-2005 5000 pcs. #35	20	Pc.		
20.	Carbon Paper Black, perma film, Legal	3	Box		
21.	Marker Permanent Black Fine	5	Pc		
22.	Ballpen 2000 12pcs./Black	3	Box		
23.	Ballpen 2000 12pcs./Red	3	Box		
24.	Ballpen 2000 12pcs./Blue.	3	Box		
25.	Plastic Twine Straw rope 1 kilo	3	Rope		
26.	Scissor 8 Heavy Duty stainless Steel	5	Pc		
27.	Flash Drive 32 GB Capacity	2	Pc		
28.	Puncher 2 Hole HD 7cm	3	PC.		
29.	Sticky Note	10	Pad		
	<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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Contact No. _____

Procurement Title/Category: Office Supplies and Devices

RFQ No.	2023-267
RFQ Date:	4/20/2023
Approved Budget for the Contract (ABC)	₱458,895.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2023-29 Lot 2: 2023-480
PR Date:	1/16/23,4/12/23
End-user:	City Accountants Office & CGSO

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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 2	CGSO 2023-480/4-12-23				
1.	Battery AA, 2 pcs. per blister	30	pack		
2.	Battery AAA, 2pcs per blister	30	pack		
3.	Board, vellum, 8.5x13 Inches, 220gms, 10sheet/pack (Cream)	30	pack		
4.	Bond Paper, Colored, long, blue 80gsm	10	ream		
5.	Box, filer, with cover 11"x16"	20	pcs		
6.	Calculator, compact, 12 digits	10	pcs		
7.	Carbon, film, PE, black, size 216mm x 330mm, 100 sheets/pack	25	pack		
8.	Cartolina, white, black, red, blue 120grms, 20pcs/pack	10	pack		
9.	Clear book, 20pages, legal size	10	pcs		
10.	Cork Board, 2x3ft, wooden framed	3	pcs		
11.	Correction tape, 10m min	200	pcs		
12.	HD construction cutter with 3 blades knife (big) (18x100mm)	10	pcs		
13.	Envelope, expanding, kraftboard, legal, 100pc/box	2	box		
14.	PLASTIC ENVELOPE No handle, CLEAR 0.1 x 25 x 40 cm.	200	pcs		

15.	Fastener, plastic, 25mm, 50sets/box	10	box		
16.	USB Flash drive 32GB	20	pcs		
17.	Folder, Clear long (8.5 x 14 inches)	300	pcs		
18.	Folder, tagboard, legal, 100pcs/pack	10	pack		
19.	Glue, All, Purpose, Gross weight: 130grams/btl	50	btl		
20.	Illustration board, 1 whole (30"x40)	10	pcs		
21.	Marker, fluorescent, assorted colors 3pcs / pack	20	pack		
22.	Marker, permanent pen, felt tip, black, 12's / box	3	box		
23.	Marker, permanent pen, felt tip, blue, 12's / box	3	box		
24.	Marker, permanent pen, felt tip, red, 12's / box	1	box		
25.	Marker, whiteboard, black, bullet type, 12pcs/box	1	box		
26.	Marker, whiteboard, blue, bullet type, 12pcs/box	1	pcs		
27.	Marker, whiteboard, red, bullet type, 12pcs/box	1	pcs		
28.	Paper clip, big, vinyl coated, 100's/box	30	box		
29.	Paper clip, small, vinyl coated, 100's/box	30	box		
30.	Paper, Multicopy, A4, 80gsm, size 210mmx297mm	100	ream		
31.	Paper, multicopy, legal, 80gsm, size 216mmx330mm	300	ream		
32.	Paper, photo paper, Legal, Glossy, 10pcs/pack 210gsm	20	pack		
33.	Paper, sticker, legal, 10pc/pack	30	pack		
34.	Paper, specialty, cream, long, 20pc/pack	30	Pack		
35.	Pen, ball point, black, 0.5mm, 12's/box	50	box		
36.	Pencil lead with eraser, 12pcs/box	20	box		
37.	Plastic ring, 2" (51mm)	100	pcs		
38.	Record book, 300 pages, 214mm x 278mm min	100	pcs		
39.	Record book, 500 pages, 214mm x 278mm min	100	pcs		
40.	Ring binder 1" (25mm)	100	pcs		
41.	Ring binder 1/8" (06mm)	100	pcs		
42.	Scissors, 7"	50	pair		
43.	Staple Wire # 35 Heavy Duty	50	box		
44.	Puncher 2-Hole Heavy Duty (4.5 x 6.75 x 5 inches)	20	pair		
45.	Sign here sticker, assorted color (45x12mm)	30	pad		
46.	Sign pen, black, liquid gel ink, 0.5mm	100	pcs		
47.	Sign pen, black, 1.0mm, gel impact	100	pcs		
48.	Stapler w/staple remover, #35 (4.5 x 1.3 inches)	20	pcs		
49.	Tape, double sided, width 28"	20	rolls		
50.	Tape, masking tape 1"	50	rolls		
51.	Tape, masking tape 2"	50	rolls		
52.	Tape, packaging tape 2"	50	rolls		
53.	Tape, transparent tape 1"	50	rolls		
54.	Tape, transparent tape 2"	50	rolls		
	<i>xxxxx nothing follows xxxxx</i>	GRAND TOTAL:			

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 Printed Name/Signature/Date

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