



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.	2023-277
RFQ Date:	4/28/2023
Approved Budget for the Contract (ABC)	₱26,525.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2023-508 Lot 2: 2023-493
PR Date:	4/19/23,4/17/23
End-user:	SP & CCDLAO

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 **May 4, 2023**. Opening of quotation shall be held at 2 o'clock in the afternoon of **May 4, 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	SP 2023-508/4/19/23				
1.	Pen, ballpen, black, 0.7 12's/box	20	Box		
2.	Board, marker, black	10	Piece		
3.	Correction tape, film base, 6m min, 5mm	60	Piece		
4.	Marker, flourescent, 3's/set	20	Set		
5.	Marker, permanent, black, bullet type	50	Piece		
6.	Stamp pad, felt, bed dimension: 60mmx100mm	20	Piece		
7.	Stamp pad ink, black or violet, 30 ml	20	Bottle		
8.	Staple wire, standard, (16/6)	100	Box		
9.	Stapler, standard type, 200 staples, heavy duty	25	Piece		
10.	Rubber band 70mm min lay flat length (#18) 450g	2	Box		
	<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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RFQ No.	2023-277
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Approved Budget for the Contract (ABC)	P88,852.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2023-508 Lot 2: 2023-493
PR Date:	4/19/23,4/17/23
End-user:	SP & CCDLAO

Procurement Title/Category: Office Supplies and Devices

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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 2	CCDLAO 2023-493/4-17-23				
1.	Cartolina, assorted colors L-72.5 cm H-57.5 cm	12	Packs		
2.	Correction Tape, film base type 5mm x 20m	12	Pcs		
3.	Fastener, Plastic, 70mm between prongs	12	Bxs		
4.	Folder, Fancy for A4 size documents	5	Bundle		
5.	Folder, Fancy, for legal size documents	5	Bundle		
6.	Glue, all purpose, gross weight: 200 grams min.	12	Jars		
7.	Marker, Fluorescent, 3 assorted color per set (felt tip)	20	Pcs		
8.	Marker, black, permanent (fine tip)	36	Pcs		
9.	Note Pad, stick on, 50mm x 76mm (2"x3") min	30	Pads		
10.	Note Pad, stick on, 76mm x 76mm (3"x3") min	15	Pads		
11.	Paper Clip, vinyl/plastic coat, length: 48mm min	10	Bxs		
12.	Book Paper, Multi purpose A4 substance 20 80gsm	40	Reams		

13.	Book Paper, Multi purpose long 80gsm substance 20	40	Reams		
14.	Manila Paper L-48.5 cm H-92cm	200	Pcs		
15.	Sign Pen, Black, liquid gel ink, 0.10mm needle tip	24	Pcs		
16.	Tape, Masking, width: 1 inch	50	Pcs		
17.	Tape, Transparent, 1 inch	15	Pcs		
18.	Tape, Transparent, 2 inches	20	Pcs		
19.	Dust Tape, 2 inches	5	Pcs		
20.	Scissors, symmetrical, blade length: 65mm min	10	Pcs		
21.	File Organizer H-24.5 cm L-39.5 cm	24	Pcs		
22.	Rubber Bond 70mm min byflat length #18	2	Bxs		
23.	Calculator 12 digits solar and battery	5	Pcs		
24.	Envelope, Mailing white 80 gsm 5% L-24.2 cm H-10.5 cm long	1	Box		
25.	Colored Bond Paper Cream Long 90 gsm	2	Ream		
26.	Push Pins 7mm/8mm/11mm/32mm 50pcs/box	15	Bxs		
27.	White Board 2x3 feet	2	Pcs		
28.	Certificate Holder Short A4	100	Pcs		
	<i>xxxxx nothing follows xxxxx</i>		GRAND TOTAL:		

Brand & Model: _____ Warranty: _____

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