



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. \_\_\_\_\_

RFQ No.	2023-293
RFQ Date:	5/8/2023
Approved Budget for the Contract (ABC)	₱80,381.00
Mode of Procurement	Shopping B
PR No.	2023-538
PR Date:	4/26/23
End-user:	City Prosecution Office

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 11, 2023**. Opening of quotation shall be held at 2 o'clock in the afternoon of **May 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
1.	ENVELOPE, MAILING, WHITE, 80GSM (5%)	3	box		
2.	PAPER FASTENER METAL 70MM BETWEEN PRONGS	15	Box		
3.	Paper-yellow pad paper, 80 leaves	30	Pad		
4.	Paper-Multicopy Bond Paper, 80 gsm, Legal	70	Ream		
5.	Paper-Multicopy Bond Paper, 80 gsm, A4	20	Ream		
6.	Pen-Ballpoint, (black) 12's, 0.5mm	10	Box		
7.	Pen-Ballpoint, (blue) 12's, 0.5mm	5	Box		
8.	Pen-Ballpoint, (red) 12's, 0.5mm	5	Bx		
9.	Pen-Super Color Marker, broad point (black)	20	Piece		
10.	Pen-Sign Pen, liquid/gel ink, 0.5mm needle tip (black)	36	Piece		
11.	Pen-Sign Pen, liquid/gel ink, 0.5mm needle tip (blue)	24	Piece		
12.	Pen-Sign Pen, 1.0, blue	24	Piece		
13.	PUNCHER, PAPER, HEAVY DUTY, WITH TWO HOLE GUIDE, 70mm between holes	3	Piece		
14.	Record Book-500 pages, size 8.5in x 11in min	8	book		
15.	STAPLER, STANDARD TYPE, LOAD CAP:200 STAPLES MIN	8	Piece		

16.	Correction Tape, (5mm)	90	Piece		
17.	FOLDER, TAGBOARD, FOR LEGAL SIZE DOCUMENTS, 8.5in. x 13in	3	Pck		
18.	Scissor-8" in length	8	Pair		
19.	Paste, with applicator, 200 gsm	8	Jar		
20.	GLUE, all purpose, gross weight: 200 grams min	12	Bot		
21.	KNIFE CUTTER, heavy duty, 30x155mm	10	Pc		
22.	TAPE-masking 2"	6	RI		
23.	TAPE-masking 1"	12	RI		
24.	TAPE-Transparent 1"	12	RI		
25.	TAPE-Transparent 2"	6	RI		
26.	NOTE PAD-3in. x3in.	12	Pd		
27.	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	6	Bx		
28.	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	6	Bx		
29.	PENCIL, lead, w/eraser, wood cased, hardness:	5	Bx		
30.	PUNCHER, paper, heavy duty, with two hole guide	3	Pc		
31.	RUBBER BAND, 70mm min lay flat length (#18)	2	Bx		
32.	STAPLE WIRE, STANDARD, (26/6)	10	Bx		
	<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