



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 Supplies and Devices

RFQ No.	2023-327
RFQ Date:	5/12/2023
Approved Budget for the Contract (ABC)	₱44,475.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2023-576 Lot 2: 2023-561 Lot 3: 2023-565
PR Date:	5/4/23,4/28/23 &5/2/23
End-user:	BJMP,OSCA & CASSO

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 17, 2023**. Opening of quotation shall be held at 2 o'clock in the afternoon of **May 18, 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	BJMP 2023-576/5-4-23				
1.	Multi Purposepaper (Legal, 8.5"x13"), 80GSM	59	Reams		
2.	Multi Purposepaper (A4, 8.27"x11.69"), 80GSM	35	Reams		
3.	Expanded Folder Green (Long)	205	Pcs		
4.	Brown Envelope, (Long) @500'S/box	2	Box		
5.	White Folder, (Long), @100's	2	Reams		
6.	Paper Fastener, Plastic Coated, 50's/box	10	Box		
7.	Stapler, Heavy Duty, Big, #35	2	Pcs		
	<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.

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Printed Name/Signature/Date

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Contact Number



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

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

Procurement Title/Category: Office Supplies and Devices

RFQ No.	2023-327
RFQ Date:	5/12/2023
Approved Budget for the Contract (ABC)	₱27,238.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 2023-576 Lot 2: 2023-561 Lot 3: 2023-565
PR Date:	5/4/23,4/28/23 &5/2/23
End-user:	BJMP,OSCA & CASSO

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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 2	OSCA 2023-561/4-28-23				
1.	Paper, Multi-purpose, Legal, 70 gsm	15	Ream		
2.	Paper, Multi-purpose, A4, 70 gsm	25	Ream		
3.	Tape, Transparent, width: 48mm	6	Roll		
4.	Tape, masking, width: 48mm	6	Roll		
5.	All-purpose Glue, 250 grams min	8	Btl		
6.	Sign Pen, 0.5 Black	30	Pc		
7.	Pen, Ballpen, Black, 0.5mm, 12 pcs/box	10	Box		
8.	Scissor, 7.3 cm width	8	Pair		
9.	Stamp Pad Ink, black, 30 ml	2	Btl		
10.	Stamp Pad Ink, purple or violet, 30 ml	2	Btl		
11.	Data File Box, made of Chipboard, with closed ends	6	Pc		
12.	Envelope, Long No Handle, Transparent	200	Pc		
13.	Paper Clip, vinyl/plastic coat, Length: 48mm min, 100 pcs	15	Box		

14.	White Cartolina, 20 pcs/pack	3	Pack		
	<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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\_\_\_\_\_  
 Printed Name/Signature/Date

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

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

Procurement Title/Category: Office Supplies and Devices

RFQ No.	2023-327
RFQ Date:	5/12/2023
Approved Budget for the Contract (ABC)	₱154,083.50
Mode of Procurement	Shopping B
PR No.	Lot 1: 2023-576 Lot 2: 2023-561 Lot 3: 2023-565
PR Date:	5/4/23,4/28/23 &5/2/23
End-user:	BJMP,OSCA & CASSO

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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 3	CASSO 2023-565/5-2-23				
1.	Record Book, 300 pages, size 214mmx278mm	20	Book		
2.	Record Book, 500 pages, size 214mmx278mm	20	Book		
3.	Calculator-(12 Digits, solar and Battery)	2	Pcs		
4.	Paper Clip (Small vinyl coated) 32mm min	5	Pcs		
5.	Paper Clip (Jumbo vinyl coated) 48mm min	5	Pcs		
6.	Binder Clip big 51mm 12pcs/box	10	Boxes		
7.	Envelope (Brown Envelope Legal size) 100's/bundle	2	Box		
8.	Envelope (Brown Envelope A4 size) 100's/bundle	2	Box		
9.	Expanding Envelope 0.50mm(Plastic Legal w/handle)	25	Pcs		
10.	Plastic Envelope Long	100	Pcs		
11.	Computer Mouse USB Connection Type	4	Pcs		
12.	Fastener (Plastic 25mm) 50 sets/box	5	Boxes		

13.	Folder-white 14pts. A4 100's/bundle	1	Bundles		
14.	Folder-white 14pts. Legal 100's/bundle	2	Bundles		
15.	Marker, Flourescent (Assorted Colors) 3 color/set	13	Sets		
16.	Marker, Permanent (Black), bullet type	6	Pcs		
17.	Marker, Permanent (Red) bullet type	4	Pcs		
18.	Marker, Whiteboard Black, bullet type FCH tip	4	pcs		
19.	Paper A3L 100 g/m2 297x420mm 500 sheets	4	Reams		
20.	Paper, Multicopy 80gsm A4	100	Reams		
21.	Paper, Multicopy 80gsm Legal	100	Reams		
22.	Bond Paper Green (Long)	5	Reams		
23.	Bond Paper Yellow (Long)	8	Reams		
24.	Bond Paper Pink (Long)	8	Reams		
25.	Bond Paper Blue (Long)	10	Reams		
26.	Mimeo Paper Long	5	Reams		
27.	Mimeo Paper Short	5	Reams		
28.	Yellow Pad paper	6	Pads		
29.	Carbon Paper (Legal) 100's/box	3	Boxes		
30.	Carbon Paper (A4) 100's/box	3	Boxes		
31.	Paste Jar w/ applicator, 200g	4	Jars		
32.	Ballpen (Black, 12's/box) 0.55mm	15	Boxes		
33.	Ballpen (Red, 12's/box) 0.55	5	Boxes		
34.	Sign Pen (Black), 1.0mm, Gel Ink	42	Pcs		
35.	Pencil (Mechanical Pen 0.5mm) 12pcs/box	2	Boxes		
36.	Pencil # 1&2 12pcs/box	10	Boxes		
37.	Rubber Band (Big) 70mm min by flat length (#18)	3	Box		
38.	Ruler, plastic 12" Laminated transparent	15	Pcs		
39.	Staple Wire, for Heavy Duty #13	16	Boxes		
40.	Stapler, Heavy Duty #35	4	Pcs		
41.	Staple wire remover	12	Pcs		
42.	Tape-Transparent 2"	5	Rolls		
43.	Tape-Transparent 1"	5	Rolls		
44.	Fiber Glass Measuring Tape 50 mtrs. Long	3	Pcs		
45.	Measuring Steel Tape 10mtrs	3	Pcs		
46.	Correction Tape 12mm	50	Pcs		
47.	Rubber Stamp Ink/Flash Ink (Violet & blue) 28ml	7	Btls		
48.	Battery Dry Cell AA 2 pcs/blister pack	4	Pck		
49.	Scissor. Symmetrical, Blade, Length: 65mm min	6	Pcs		
50.	Pencil, Lead (Mechanical) 0.5mm 12pcs/tube	6	Tube		
51.	Tape-Masking 2"	4	Rolls		
52.	Eraser	10	Pcs		
	<i>xxxxx nothing follows xxxxx</i>	GRAND TOTAL:			

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