



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.	2023-337
RFQ Date:	5/18/2023
Approved Budget for the Contract (ABC)	₱144,535.00
Mode of Procurement	Shopping B
PR No.	2023-601
PR Date:	5/8/23
End-user:	TCPO

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 22, 2023**. Opening of quotation shall be held at 2 o'clock in the afternoon of **May 23, 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.	Carbon-Carbon Film, PF, Black, size 216mm x 330mm, long	20	Pck		
2.	Fastener-Fastener, Plastic, 25mm Between Prongs, 50 Sets Per Box	10	Box		
3.	Folder-Folder (Long), Tagboard white, 100's/pack	10	Packs		
4.	Paper-Paper, A4 80 GSM, Multicopy	200	Rm		
5.	Paper-Book Paper Long 80 GSM, Multicopy	50	Rm		
6.	Pen-Sign Pen, Black, Liquid/Gel Ink, 0.5 Needle Tip 12 pcs/box	5	Box		
7.	Ballpen-Ballpen Black, 0.5mm, 12 pcs/box	15	Box		
8.	Record Book, (300 pages), size: 214mm x 278mm min	15	Pcs		
9.	Staple-Staple Wire no. 35	20	Box		
10.	Pin-Push Pin 100 pcs	10	Box		

11.	Pencil, lead, w/eraser, wood cased, hardness: 12 pcs/box	5	Box		
12.	Tape-Masking Tape, with 24mm	20	Roll		
13.	Tape-Scotch Tape, with 24mm	20	Roll		
14.	Certificate Holder A4 Size color blue	50	Pcs		
15.	Specialty paper A4 Size 500's	1	Box		
16.	Frame-Wooden Frame A4 Size	20	Pcs		
17.	Correction Tape, film base type, UL 6m min, 5mm	20	Pcs		
18.	Glue, all purpose, gross weight: 200 grams min	10	Jar		
19.	Marker, Whiteboard, black, felt tip, bullet type 12 pcs/box	2	Box		
20.	Marker-Highlighter, Yellow-green	10	Pcs		
21.	Envelope-Envelope Long Brown 500pcs	1	Box		
22.	Box Filer Long Size w/Cover	5	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.

\_\_\_\_\_  
 Printed Name/Signature/Date  
 \_\_\_\_\_  
 Contact Number