



Republika ng Pilipinas
PAMAHALAANG LUNGSOD NG TACLOBAN
(City Government of Tacloban)
Kanhuraw Hill, Tacloban City 6500

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

2nd Canvassing

Company Name/Supplier: _____

Address: _____

Contact No. _____

Procurement Title/Category: Office Supplies and Devices

RFQ No.	2024-191(1)
RFQ Date:	4/1/2024
Approved Budget for the Contract (ABC)	₱62,737.00
Mode of Procurement	Shopping B
PR No.	Lot 5: 332111169
PR Date:	2/15/24
End-user:	CVO

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 4, 2024**. Opening of quotation shall be held at 2 o'clock in the afternoon of **April 4, 2024**.

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 5	CVO 332111169/2-25-24				
1.	Sign Pen black (ball point) 0.7mm	50	Pcs		
2.	Paper Multicopy Legal 216mmX330mm 80.gsm	50	Reams		
3.	Paper Multicopy A4 210mmX297mm 80.gsm	46	Reams		
4.	Paper Colored Bond Paper Legal Assorted colors 216mmx330mm 80gsm	30	Reams		
5.	Fastener Plastic 25mm 50's box	10	Box		
6.	Permanent Bullet type, Marker Black	10	Pcs		
7.	Pencil, lead w/eraser, wood cased 12's/box	2	Box		
8.	Scissors (Symmetrical Blade, 65mm)	10	Pcs		
9.	White board Marker black bullet type, felt tip	10	Pcs		
10.	Staple Wire#35	10	Bxs		
11.	Highlighter (assorted colors)	24	Pcs		

12	Carbon Fil, PE Black Size 216mmx330mm 100's	4	Box		
13.	Correction Tape Film base, 500x8m	20	Pcs		
14.	Rubber band 350grms	1	Box		
15.	Masking Tape 2'width, length 50meters	6	Roll		
16.	Scotch Tape 1inch	6	Roll		
17.	Glue All purpose, 118ml	5	Btls		
18.	Stamping Pad	2	Pcs		
19.	Pen, Ball Pen, black 0.5mm 12pcs/box	10	Box		
20.	Pen, Ball Pen, Blue 0.5mm 12pcs/box	10	Box		
21.	Stamping Pad Ink 30ml	3	Btls		
22.	Record Book 300pages	10	Pcs		
23.	Stapler Heavy Duty	6	Pcs		
24.	Masking Tape 1'width, length 50meters	6	Roll		
25.	Paper Clip Big, 48mm	6	Bxs		
26.	Plastic Twine	6	Rolls		
	<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