



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 Equipment Supplies and Consumables

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**.

RFQ No.	2024-235
RFQ Date:	4/1/2024
Approved Budget for the Contract (ABC)	₱38,920.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 123181507 Lot 2: 223181510 Lot 3: 323181499 Lot 4: 123181511 Lot 5: 223181502 Lot 6: 223181504 Lot 7: 523181494 Lot 8: 323181510A
PR Date:	3/11/24,3/14/24 3/12/24
End-user:	CSWDO

**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	CSWDO 123181507/3-11-24				
1.	Toner- compatible to Canon LBP 2900	14	Cart		
	<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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RFQ No.	2024-236
RFQ Date:	4/1/2024
Approved Budget for the Contract (ABC)	₱5,560.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 123181507 Lot 2: 223181510 Lot 3: 323181499 Lot 4: 123181511 Lot 5: 223181502 Lot 6: 223181504 Lot 7: 523181494 Lot 8: 323181510A
PR Date:	3/11/24,3/14/24 3/12/24
End-user:	CSWDO

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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 2	CSWDO 223181510/3-14-24				
1.	Toner- compatible to Canon LBP 2900	2	Cart		
	<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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RFQ No.	2024-236
RFQ Date:	4/1/2024
Approved Budget for the Contract (ABC)	₱33,360.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 123181507 Lot 2: 223181510 Lot 3: 323181499 Lot 4: 123181511 Lot 5: 223181502 Lot 6: 223181504 Lot 7: 523181494 Lot 8: 323181510A
PR Date:	3/11/24,3/14/24 3/12/24
End-user:	CSWDO

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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 3	CSWDO 323181499/3-12-24				
1.	Toner- compatible to Canon LBP 2900	12	Cart		
	<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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RFQ No.	2024-236
RFQ Date:	4/1/2024
Approved Budget for the Contract (ABC)	₱8,000.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 123181507 Lot 2: 223181510 Lot 3: 323181499 Lot 4: 123181511 Lot 5: 223181502 Lot 6: 223181504 Lot 7: 523181494 Lot 8: 323181510A
PR Date:	3/11/24,3/14/24 3/12/24
End-user:	CSWDO

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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 4	CSWDO 123181511/3-11-24				
1.	Toner- compatible to Docucentre S2011	2	Cart		
	<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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RFQ No.	2024-236
RFQ Date:	4/1/2024
Approved Budget for the Contract (ABC)	₱11,210.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 123181507 Lot 2: 223181510 Lot 3: 323181499 Lot 4: 123181511 Lot 5: 223181502 Lot 6: 223181504 Lot 7: 523181494 Lot 8: 323181510A
PR Date:	3/11/24,3/14/24 3/12/24
End-user:	CSWDO

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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 5	CSWDO 223181502/3-12-24				
1.	Ink F11 Type Black UA (Riso SF5230)	2	Tube		
2.	Master FII Type 73 B4 (Riso SF5230)	2	Roll		
	<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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RFQ No.	2024-236
RFQ Date:	4/1/2024
Approved Budget for the Contract (ABC)	₱5,605.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 123181507 Lot 2: 223181510 Lot 3: 323181499 Lot 4: 123181511 Lot 5: 223181502 Lot 6: 223181504 Lot 7: 523181494 Lot 8: 323181510A
PR Date:	3/11/24,3/14/24 3/12/24
End-user:	CSWDO

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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 6	CSWDO 223181504/3-11-24				
1.	Ink F11 Type Black UA (Riso SF5230)	1	Tube		
2.	Master FII Type 73 B4 (Riso SF5230)	1	Roll		
	<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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RFQ No.	2024-236
RFQ Date:	4/1/2024
Approved Budget for the Contract (ABC)	₱6,619.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 123181507 Lot 2: 223181510 Lot 3: 323181499 Lot 4: 123181511 Lot 5: 223181502 Lot 6: 223181504 Lot 7: 523181494 Lot 8: 323181510A
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End-user:	CSWDO

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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 7	CSWDO 523181494/3-12-24				
1.	Brother Ink DCP-T820DW (Black)	4	Btls		
2.	Brother Ink DCP-T820DW (Cyan)	3	Btls		
3.	Brother Ink DCP-T820DW (Magenta)	3	Btls		
4.	Brother Ink DCP-T820DW (Yellow)	3	Btls		
	<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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RFQ No.	2024-236
RFQ Date:	4/1/2024
Approved Budget for the Contract (ABC)	₱8,654.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 123181507 Lot 2: 223181510 Lot 3: 323181499 Lot 4: 123181511 Lot 5: 223181502 Lot 6: 223181504 Lot 7: 523181494 Lot 8: 323181510A
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End-user:	CSWDO

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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 8	CSWDO 323181510A/3-11-24				
1.	Brother Ink DCP-T820DW (Black)	5	Btls		
2.	Brother Ink DCP-T820DW (Cyan)	4	Btls		
3.	Brother Ink DCP-T820DW (Magenta)	4	Btls		
4.	Brother Ink DCP-T820DW (Yellow)	4	Btls		
	<i>xxxxx nothing follows xxxxx</i>	GRAND TOTAL:			

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

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