



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

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 11, 2024**.

Opening of quotation shall be held at 2 o'clock in the afternoon of **April 11, 2024**.

RFQ No.	2024-252
RFQ Date:	4/4/2024
Approved Budget for the Contract (ABC)	₱59,425.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 232221846 Lot 2: 773741787 Lot 3: 523032952
PR Date:	3/8/24,3/20/24 3/19/24
End-user:	CPDO, City Population Office & City Legal Office

**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	CPDO 232221846/3-8-24				
1.	Sign Pen, Roller Ball/Extra Fine 0.5 -Blue	25	Pcs.		
2.	Correction Tape, 8mx5mm J863	50	Pcs.		
3.	Red Ballpen, Fine Point, 0.5mm	25	Pcs.		
4.	Paper, Multicopy, 80gsm, Legal size	100	Reams		
5.	Yellow Pad	25	Pads		
6.	Bulldog Clip, Large, 12's per box	10	Boxes		
7.	Bulldog Clip, Medium, 12's per box	10	Boxes		
8.	Bulldog Clip, Small, 12's per box	10	Boxes		
9.	Data Box Filer	10	Pcs.		
10.	Flash Drive, 64gb	10	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



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RFQ No.	2024-252
RFQ Date:	4/4/2024
Approved Budget for the Contract (ABC)	₱9,532.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 232221846 Lot 2: 773741787 Lot 3: 523032952
PR Date:	3/8/24,3/20/24 3/19/24
End-user:	CPDO, City Population Office & City Legal Office

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BAC Chairman

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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 2	City Population Office 773741787/3-20-24				
1.	Paper, Multicopy, 70gsm, size: 210mm x 297mm (A4)	10	Reams		
2.	Pencil (#2) 12 pcs./box	2	Boxes		
3.	Cartolina, assorted 20 pcs./pack	2	Packs		
4.	Scissor, Stainless Steel (7 1/4 inch)	2	Pcs.		
5.	Sharpener, 2 Hole (Plastic)	6	Pcs.		
6.	Stapler w/staple Remover for wire # 35 (Heavy Duty)	2	Pcs.		
7.	Staple Wire, Standard # 35	2	Boxes		
8.	Highlighter Marker, 3 assorted colors	4	Pcs.		
9.	Double Sided Adhesive Tape (1/2 inch)	2	Rolls		
10.	Paper, Multicopy, 70gsm, size: 216mm x 330mm (Legal)	10	Reams		
	<i>xxxxx nothing follows xxxxx</i>	GRAND TOTAL:			

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

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RFQ No.	2024-252
RFQ Date:	4/4/2024
Approved Budget for the Contract (ABC)	₱134,880.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 232221846 Lot 2: 773741787 Lot 3: 523032952
PR Date:	3/8/24,3/20/24 3/19/24
End-user:	CPDO, City Population Office & City Legal Office

**Sgd. JONATHAN R. HIJADA**  
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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 3	City Legal Office 523032952/3-19-24				
1.	Carbon paper long 100s black	3	Box		
2.	Correction tape film base type, 5mm	20	PC		
3.	File organizer expanding, 12 pockets	20	PC		
4.	Folder tagboard 100s/pack long	2	Pack		
5.	Folder tagboard 100s/pack A4	2	Pack		
6.	Fastener 25mm, 50 sets/box	12	Box		
7.	Envelope A4 size documents 500pcs/box	1	Box		
8.	Envelope mailing 500pcs/box long	1	Box		
9.	Glue all purpose 130g	10	Bottle		
10.	Marker fluorescent, 3 assorted color per set	5	Set		
11.	Marker white board black bullet type	24	PC		
12.	Marker permanent black bullet type	24	PC		
13.	Note pad 3"x5"	50	pad		
14.	Note pad 3"x4"	50	Pad		
15.	Paper 80gsm A4	50	Ream		
16.	Paper 80gsm legal	50	Ream		

17.	Record book 300 pages wide 214mmx278mm	6	PC		
18.	Signpen, black 0.5MM	100	PC		
19.	Sign gel impact, 1.0MM	100	PC		
20.	Stamp pad ink violet 30ml	30	Bottle		
21.	Stamp pad ink black 30ml	30	Bottle		
22.	Staple wire, standard #35	50	PC		
23.	Tape masking 24mm	30	PC		
24.	Tape masking 48mm	30	PC		
25.	Tape transparent, 48mm	30	PC		
26.	Tape double adhesive 24mm	30	PC		
27.	Tape double adhesive 48mm	30	PC		
28.	Scissor symmetrical 65mm	5	PC		
29.	Scissor 7" big size heavy duty	5	PC		
30.	Stapler standard type 200 staples	5	PC		
31.	Puncher heavy duty w/two holes	5	PC		
32.	FLASH DRIVE 64GB	24	PC		
33.	Pen black 12s 0.5mm	10	Box		
34.	Pen blue 12s 0.5mm	10	Box		
35.	Pen red 12s 0.5mm	5	Box		
36.	Paper, sticker, legal 10pcs/pack	5	Pack		
37.	Paper, sticker, short 10pcs/pack	5	Pack		
38.	Paper, photopaper short 210 gsm 20's	2	Pack		
39.	Paper, photo paper, long size 210gsm 20's	6	Pack		
40.	Archfile blue 3inch long size	10	Pc		
41.	Archfile red 3inch long size	10	Pc		
42.	Archfile black 3inch long size	10	Pc		
43.	Archfile gray 3inch long size	10	Pc		
44.	Archfile green 3inch long size	10	Pc		
	<i>xxxxx nothing follows xxxxx</i>		GRAND TOTAL:		

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