



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

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

1st Canvassing

Company Name/Supplier: _____

Address: _____

Contact No. _____

Procurement Title/Category: Office Supplies and Devices

RFQ No.	2024-266
RFQ Date:	4/12/2024
Approved Budget for the Contract (ABC)	₱206,912.00
Mode of Procurement	Shopping B
PR No.	221461256
PR Date:	3/21/24
End-user:	SP

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 16, 2024**. Opening of quotation shall be held at 2 o'clock in the afternoon of **April 16, 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
1.	Carbon film, PE, black 216mm X 330mm (legal), 100's/pack	15	Pack		
2.	Clip backfold, clamping 32mm, 12's/box	10	Box		
3.	Clip backfold, clamping 50mm, 12's/box	10	Box		
4.	Data file box, made of chipboard	15	Box		
5.	Envelope, documentary for legal size, 500's/box	5	Box		
6.	Envelope, mailing white 80gsm short, 100'S/BOX	20	Box		
7.	Fastener, metal 70mm, 50 SETS/BOX	24	Box		
8.	Folder, fancy for legal size documents, 100's/bundle	10	Bundle		
9.	Clear glue, pen, tube, 50cc, 1.7 fl oz(50ml)	12	Pcs		
10.	Marker, fluorescent, 3 assorted per set	12	Set		
11.	Marker, permanent black	24	Piece		
12.	Note pad, stick on, 3" X 4"	12	Pad		
13.	Paper clip, plastic, 32mm, 100 pcs/box	12	Box		

14.	Paper clip, plastic, 48mm, 100pcs/box	24	Box		
15.	Paper multicopy 80gsm 210mm X 297mm	100	Reams		
16.	Paper multicopy 80gsm 216mm X 330mm	100	Reams		
17.	Signpen pen, black, liquid gel, 0.5mm	150	Piece		
18.	Stamp pad ink, violet, 15ml	24	Bottle		
19.	Stamp pad, felt 60mm X 100mm	24	Piece		
20.	Tape, masking, 48mm	30	Roll		
21.	Tape, packaging 48mm	30	Roll		
22.	Tape, transparent 24mm	100	Roll		
23.	Tape, transparent 48mm	30	Roll		
24.	Cutter, knife, for general purpose, heavy duty	12	Piece		
25.	Scissors, symmetricalblade, 7"	15	Pair		
26.	Flash drive, 256GB	15	Piece		
27.	Paper, photopaper, self adhesive, glossy A4, (210 gsm) 10's	40	Pack		
28.	Paper, yellow pad, 216mmx330mm (2mm)	20	Pad		
29.	Pen, ballpen, black, 0.5mm	200	Pieces		
30.	Signpen, 1.0mm	100	Pieces		
31.	Stapler, standard type, 200 staples heavy duty	40	Piece		
32.	Scotch tape dispenser, heavy duty, c25 24mm, 3m	10	Piece		
	<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