



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.	2024-471
RFQ Date:	6/24/2024
Approved Budget for the Contract (ABC)	Php500,385.00
Mode of Procurement	Shopping B
PR No.	421541153
PR Date:	5/24/24
End-user:	CMO

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 **June 27, 2024**. Opening of quotation shall be held at 2 o'clock in the afternoon of **June 27, 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.	Battery, dry cell, AA, 2pcs/pack	50	Pack		
2.	Carbon Film, PE, black, size: 216mm x 330mm, 100 sheets/pack	40	Box		
3.	Cartolina, 78GSM, min 20pcs/pack (white, red, green, blue, orange)	15	Pack		
4.	Clear Sliding Folder, legal size	30	Pc		
5.	Correction Tape, film base type, UL 6m min, 5mm	200	Pc		
6.	Document Tray Organizer, mesh type,, 3-layer, metal frame	10	Pc		
7.	Folder, tagboard, For A4 size documents, 100s/pack	15	Pack		
8.	Folder, tagboard, for LEGAL size documents, 100s/pack	15	Pack		
9.	Fastener, plastic, 25mm, 50sets/box	150	Box		
10.	Envelope, Mailing, White, 80GSM (-5%), LONG, 500's/box	50	Box		
11.	Envelope, expanding, plastic, 0.50mm thickness, with handle	20	Pc		
12.	Data File Box, made of chipboard, with closed ends	30	Box		

13.	Data File Box, with cover, for legal size documents	30	Pc		
14.	Glue, all purpose, gross weight: 130grams	50	Bottles		
15.	Marker, fluorescent, 3 assorted colors per set	50	Set		
16.	Marker, whiteboard, black, felt tip, bullet type	50	Pc		
17.	Marker, whiteboard, blue, felt tip, bullet type	30	Pc		
18.	Marker, whiteboard, red, felt tip, bullet type	20	Pc		
19.	Marker, permanent, bullet type, black	200	Pc		
20.	Marker, permanent, bullet type, blue	50	Pc		
21.	Notepad, stick on, 50mm x 76mm (2" x 3") min	50	Pad		
22.	Notepad, stick on, 76mm x 76mm (3" x 3") min	50	Pad		
23.	Notepad, stick on, 24mm x 76mm (1" x 4") min	100	Pad		
24.	Notepad, stick on, 76mm x 92mm (3" x 4") min	50	Pad		
25.	Paper Clip, vinyl/plastic coat, length: 32mm min, 100pcs/box	100	Box		
26.	Paper Clip, vinyl/plastic coat, length: 48mm min, 100pcs/box	50	Box		
27.	Paper, Multicopy, 80GSM, size: 210mm x 297mm (A4)	100	Ream		
28.	Paper, Multicopy, 80GSM, size: 216mm x 356mm (LEGAL)	250	Ream		
29.	Paper, Multi-Purpose A4, 70gsm (210mm x 297mm)	80	Ream		
30.	Paper, Multi-Purpose LEGAL, 70gsm (216mm x 356mm)	100	Ream		
31.	Paper, Multi-Purpose SHORT, 70gsm (216mm x 297mm)	50	Ream		
32.	Paper, Mimeo, A4, 65GSM	50	Ream		
33.	Paper, Mimeo, Legal, 65GSM	50	Ream		
34.	Record Book, 300 pages, size: 214mm x 278mm min	50	Book		
35.	Record Book, 500 pages, size: 214mm x 278mm min	50	Book		
36.	Sign Pen, black, liquid/gel ink, 0.5mm needle tip	300	Pc		
37.	Sign Pen, blue, liquid/gel ink, 0.5mm needle tip	250	Pc		
38.	Sign Pen, red, liquid/gel ink, 0.5mm needle tip	50	Pc		
39.	Sign Pen, green, liquid/gel ink, 0.5mm needle tip	100	Pc		
40.	Sign Pen, gel impact, 1.0mm, retractable	120	Pc		
41.	Stamp pad Ink, purple or violet, 30ml	20	Btls		
42.	Stamp pad Ink, black, 30ml	20	Btls		
43.	Stamp Pad, felt, bed dimension: 60mm x 100mm min	20	Pc		
44.	Staple wire, standard, #35	200	Box		
45.	Tape, Masking, width: 24mm (±1mm)1"	30	Roll		
46.	Tape, Masking, width: 48mm (±1mm)2"	30	Roll		
47.	Tape, Transparent, width: 24mm (±1mm)1"	50	Roll		
48.	Tape, Transparent, width: 48mm (±1mm)2"	50	Roll		
49.	Tape, Double Adhesive, width: 24mm (±1mm)1"	30	Roll		
50.	Tape, Double Adhesive, width: 48mm (±1mm)2"	20	Roll		
51.	Tape, Packaging, width: 48mm / 2"	30	Roll		

52.	Scissors, symmetrical, blade length: 65mm min	30	Pair		
53.	Cutter knife, with manual locking blade system, 18mm x 100mm blade size, heavy duty	30	Pc		
54.	Stapler, standard type, load cap: 200 staples min	20	Pc		
55.	Pen, ballpen, Black, 0.5mm, 12's/box	200	Bxs		
56.	Pen, ballpen, Blue, 0.5mm, 12's/box	100	Bxs		
57.	Notebook, 80 leaves, single line	50	Pc		
58.	Paper, Sticker, legal, 10pcs/pack	100	Pack		
59.	Paper, Sticker, short, 10pcs/pack	100	Pack		
60.	Paper, photopaper, matte, 200gsm, legal, 20's	50	Pack		
61.	Paper, Photopaper, glossy, A4, 10pcs/pack	30	Pack		
	<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