



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

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 **July 2, 2024**.

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

RFQ No.	2024-490
RFQ Date:	6/26/2024
Approved Budget for the Contract (ABC)	Php15,500.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 521481049 Lot 2: 523271689
PR Date:	6/6/24,6/6/24
End-user:	MTCC-OCC, Tacloban & City Accountant 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	MTCC-OCC, Tacloban City 521481049/6-6-24				
1.	MULTI-PURPOSE COPY PAPER, LEGAL 70GSM	62	REAMS		
	<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.	2024-490
RFQ Date:	6/26/2024
Approved Budget for the Contract (ABC)	Php57,475.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 521481049 Lot 2: 523271689
PR Date:	6/6/24,6/6/24
End-user:	MTCC-OCC, Tacloban & City Accountant Office

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BAC Chairman

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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 2	City Accountant's Office/523271689/6-6-24				
1.	Masking Tape-24mm x 20m	3	Pcs		
2.	Pen-Black Bullet type 12pcs Permanent	2	Box		
3.	Ball Pen – Black LIQUID GEL INK 0.5mm 12pcs	20	Box		
4.	Brown Envelope-Legal	50	Pcs		
5.	Brown Envelope-A4	50	Pcs		
6.	Paper Fastener- Metal 70mm 50 sets	20	Box		
7.	Sign Pen 0.5mm Green 12 pcs	40	Box		
8.	Stapler w/remover #35	5	Pcs		
9.	Scissor-Multi Purpose Stainless Steel 6.5"	5	Pcs		
10.	Staple Wire TM-2005 5000 pcs. # 35	20	Box		
11.	Paper – Book Paper, Premium Legal 70gsm	30	Ream		
12.	Paper- Book Paper, Premium A4 70gsm	50	Ream		

13.	Sticky Notes 4"x6" 8's	5	Pack		
14.	1" Double sided tape	5	Pcs		
15.	Pen-Blue Bullet type 12pcs Permanent	2	Box		
	<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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 Printed Name/Signature/Date

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