



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: Janitorial Supplies

RFQ No.	2024-511
RFQ Date:	7/1/2024
Approved Budget for the Contract (ABC)	Php756,050.00
Mode of Procurement	Shopping B
PR No.	523271745
PR Date:	6/18/24
End-user:	TCH

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 4, 2024**. Opening of quotation shall be held at 2 o'clock in the afternoon of **July 4, 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.	Antibacterial, disinfectant solution, unscented (4 liters)	30	Gals.		
2.	Soft Broom (Heavy Duty)	30	Pcs.		
3.	Disinfectant Spray, Aerosol type, 500 grams	40	Btls.		
4.	Multipurpose Bleach, Antibacterial, 1000ml	150	Btls.		
5.	Detergent Powder, All Purpose 1 kg./pack	500	Packs		
6.	Dishwashing sponge (Heavy Duty)	30	Pcs		
7.	Dishwashing liquid, antibacterial scented, 355ml	150	Pouch		
8.	Black Plastic Garbage Bag XL 100's/pack	200	Packs		
9.	Green Plastic Garbage Ba, XL, 100's/pack	Biodegradable	100	Packs	
10.	Yellow Plastic Garbage Bag, XL, 100's/pack	100	Packs		
11.	Fabric Softener (Conditioner) 1 liter	100	Btls.		
12.	Bathroom Deodorizer, scented 50 grams	100	Pcs.		
13.	Toilet Tissue Paper 2 ply, (12roll/pck)	50	Pack		
14.	Toilet Tissue paper, big roll, 250M	100	Rolls		
15.	Handwash Liquid Soap, antibacterial, 500ml	100	Btls.		

16.	Toilet Bowl Brush	50	Pcs.		
17.	Liquid Floor Wax 250ml/bot.	50	Btls.		
	<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