



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

RFQ No.	2024-522
RFQ Date:	7/4/2024
Approved Budget for the Contract (ABC)	Php220,170.00
Mode of Procurement	Shopping B
PR No.	223271770
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 9, 2024**. Opening of quotation shall be held at 2 o'clock in the afternoon of **July 9, 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.	Folder, Tagboard for Legal Size docs. (Long), 100's/pck	10	Packs		
2.	Red Color Cartolina 78 gsm	30	Pcs.		
3.	Blue Color Cartolina 78 gsm	30	Pcs.		
4.	Green Color Cartolina 78 gsm	30	Pcs.		
5.	Pink Color Cartolina 78 gsm	30	Pcs.		
6.	Yellow Color Cartolina 78 gsm	30	Pcs.		
7.	Orange Color Cartolina 78 gsm	30	Pcs.		
8.	Marker, Permanent, Bullet type, Black	30	Pcs.		
9.	Marker, Permanent, Bullet type, Red	30	Pcs.		
10.	Masking Tape, 24mm (±1mm)	30	Rolls		
11.	Masking Tape, 48mm (±1mm)	30	Rolls		
12.	Paper clip, vinyl/plastic coat, Big. 100 pcs, 50mm.	40	Bxs.		
13.	Paper Multi Purpose, 70gsm legal size (Long)	300	Rms.		
14.	Paper, Multi purpose, 70gsm A4 size	200	Rms.		
15.	GLUE, All purpose, gross weight: 200 grams min	15	Pcs.		

16.	Staple Wire, Standard, #35	20	Bxs.		
17.	Tape Transparent width: 24mm (±1mm)	40	Rolls.		
18.	Tape Transparent width: 48mm (±1mm)	40	Rolls		
19.	Pen, Ballpen, Black 0.5mm, 12's/box	100	Bxs.		
20.	CORRECTION TAPE, film base type 5mm x 8m	100	Pcs.		
21.	Stapler, Heavy duty, #35	10	Pcs.		
22.	Battery Size AA, 4pcs./pck.	40	Pcks.		
23.	Battery Size AAA, 4pcs./pck.	20	Pcks.		
24.	CALCULATOR, Compact 12 digits	10	Units		
25.	Signpen, blue, liquid gel ink, 0.5mm, needle tip	12	Pcs.		
26.	Signpen, black, liquid gel ink, 0.5mm, needle tip	36	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