



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.	2024-571(1)
RFQ Date:	7/19/2024
Approved Budget for the Contract (ABC)	Php23,655.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 423201214 Lot 2: 223061575
PR Date:	7/8/24, 7/9/24
End-user:	City Population Office & City ENRO

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 25, 2024**. Opening of quotation shall be held at 2 o'clock in the afternoon of **July 25, 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
Lot 1	City Population Office 423201214/7-8-24				
1.	Paper, Multicopy, 70gsm, size: 210mm x 297mm (A4)	5	Reams		
2.	Paper, Multicopy, 70gsm, size: 216mm x 330mm (Long)	5	Reams		
3.	Paper Fastener (Assorted Colors) (50 sets/box)	6	Boxes		
4.	Vinyl Paper Clips 33mm (Assorted Colors (100 pcs./box)	10	Boxes		
5.	Sign Pen, Black, liquid/gel ink, 0.5 mm needle tip	45	Pcs.		
6.	Notebook Diary Planner	45	Pcs.		
7.	Expanding Envelope kraftboard (long)	45	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.

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Printed Name/Signature/Date

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Contact Number



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RFQ No.	2024-571(1)
RFQ Date:	7/19/2024
Approved Budget for the Contract (ABC)	Php29,941.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 423201214 Lot 2: 223061575
PR Date:	7/8/24, 7/9/24
End-user:	City Population Office & City ENRO

**Sgd.JONATHAN R. HIJADA**  
BAC Chairman

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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 2	City ENRO 223061575/7-9-24				
1.	PAPER, MULTICOPY 80GSM A4 210mm X 297 mm	25	REAM		
2.	PAPER, MULTICOPY 80GSM LEGAL 216mm X 330mm	15	REAM		
3.	PAPER, MULTICOPY 70GSM A4 210mm X 297 mm	15	REAM		
4.	PAPER, MULTICOPY 70 GSM LEGAL 216mm X 330mm	10	REAM		
5.	TAPE TRANSPARENT 2 INCHES	5	ROLL		
6.	STAPLE WIRE, STANDARD #35	6	BOX		
7.	GLUE STICK ALL PURPOSE 22 GRAMS	4	PC		
8.	FOLDER TAGBOARD LEGAL 100 PCS	1	PACK		
9.	BALLPEN BLUE 12'S 0.5 mm	2	BOX		
10.	BALLPEN BLACK 12'S 0.5 mm	2	BOX		
11.	SIGN PEN 1.0 BLACK 12'S	1	BOX		
12.	CORRECTION TAPE 8 mm	17	PC		

13.	CARBON FILM, BLACK SIZE LONG 216mm X 330mm	3	BOX		
	<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.

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 Printed Name/Signature/Date

\_\_\_\_\_  
 Contact Number