



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.	2024-583
RFQ Date:	7/22/2024
Approved Budget for the Contract (ABC)	Php131,070.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 521482505 Lot 2: 532111357
PR Date:	7/11/24, 7/5/24
End-user:	TCPO & CHCDO

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	TCPO 521482505/7-11-24				
1.	Fastener-Fastener, Plastic, 25mm Between Prongs, 50 Sets Per Box	30	Box		
2.	Paper-Bond Paper, A4 80 GSM, Multicopy	200	Rm		
3.	Paper-Bond Paper Long 80 GSM, Multicopy	100	Rm		
4.	Record Book, (300 Pages), size: 214mm x 278mm min	15	Pcs		
5.	Correction Tape, film base type, UL 6m min, 5mm	20	Pcs		
6.	Certificate Holder A4 Size color blue, heavy duty	50	Pcs		
7.	Glue, all purpose, gross weight: 200 grams min	10	Jar		
8.	Paper Clip, vinyl/plastic coat, length: 48mm min (100pcs)	10	Box		
9.	Folder-Folder (Long), Tagboard white, 100's/pack	10	Packs		
	<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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Contact No. \_\_\_\_\_

Procurement Title/Category: Office Supplies and Devices

RFQ No.	2024-583
RFQ Date:	7/22/2024
Approved Budget for the Contract (ABC)	Php20,589.50
Mode of Procurement	Shopping B
PR No.	Lot 1: 521482505 Lot 2: 532111357
PR Date:	7/11/24, 7/5/24
End-user:	TCPO & CHCDO

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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 2	CHCDO 532111357/7-5-24				
1.	Correction Tape, 5mm x 8m	5	Pcs		
2.	Fastener, Plastic, 25mm, 50 sets/box	2	Box		
3.	Fastener, Plastic, 70mm, 50 sets/box	1	Box		
4.	Ink for stamp pad, purple or violet, 60ml	1	Btl		
5.	Marker, Fluorescent, 3 Assorted Colors per set	2	Set		
6.	Marker, Permanent, Felt tip, Black 12's	1	Box		
7.	Marker, Whiteboard, Bullet Type, Felt Tip, Black 12's	1	Box		
8.	Marker, Whiteboard, Bullet Type, Felt Tip, Red 12's	1	Box		
9.	Meta Cards, 50 pcs/pack	1	Pck		
10.	Note Pad, Stick On, 76mmx100mm (3"x4") min	5	Pcs		
11.	Note Pad, Stick On, 50mmx176mm (2"x3") min	5	Pcs		
12.	Note Pad, Stick On, 76mmx76mm (3"x3") min	5	Pcs		
13.	Note Pad "Please Sign Here" 5mmx25mm	5	Pcs		

14.	Paper, Multi-purpose, A4 70 gsm, 210mm x 297mm	25	Ream		
15.	Paper, Multi-purpose, legal 70 gsm, 216mm x 330mm	25	Ream		
16.	Pen, Ball Pen, Fine Point, Black 0.5mm 12pcs/pck	5	Box		
17.	Ruler, Plastic, 12 inches, laminated transparent plastic	5	Pcs		
18.	Stapler, Standard type, load cap: 200 staples min	3	Pcs		
19.	Tape, Packaging width: 48mm (1mm)	3	Roll		
20.	Tape, Transparent Tape 2"	5	Roll		
21.	Tape, Transparent, width: 24mm	5	Roll		
	<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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