



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

RFQ No.	2024-600
RFQ Date:	7/25/2024
Approved Budget for the Contract (ABC)	Php70,140.00
Mode of Procurement	Shopping B
PR No.	121553193
PR Date:	7/12/24
End-user:	CVO

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 30, 2024**. Opening of quotation shall be held at 2 o'clock in the afternoon of **July 30, 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.	Sign Pen black (ball point) 0.7mm	30	Pcs		
2.	Paper Multicopy Legal 216mmX330mm 80.gsm	30	Reams		
3.	Paper Multicopy A4 210mmX297mm 80.gsm	80	Reams		
4.	Paper Colored Bond Paper Legal Assorted colors 216mmx330mm 80gsm	23	Reams		
5.	Fastener Plastic 25mm 50's box	50	Box		
6.	Permanent Bullet type, Marker Black	10	Pcs		
7.	White board Marker black bullet type, felt tip	10	Pcs		
8.	Staple Wire#35	40	Bxs		
9.	Highlighter marker (assorted colors)	20	Pcs		
10.	Carbon Fil, PE Black Size 216mmx330mm 100's	5	Box		
11.	Correction Tape Film base, 500x8m	50	Pcs		
12.	Rubber band 350grms	2	Box		
13.	Masking Tape 2'width, length 50meters	10	Roll		
14.	Scotch Tape 1inch	5	Roll		
15.	Glue All purpose, 118ml	10	Btls		

16.	File Filer Box	10	Pcs		
17.	Pen, Ball Pen, Black 0.5mm 12pcs/box	20	Box		
18.	Pen, Ball Pen, Blue 0.5mm 12pcs/box	10	Box		
19.	Record Book 300pages	15	Pcs		
20.	Stapler Heavy Duty	3	Pcs		
21.	Masking Tape 1'width, length 50meters	10	Roll		
22.	Paper Clip Big, 48mm (100's)	10	Bxs		
23.	Push Pins 50's	5	Box		
24.	Puncher, Paper, Heavy Duty, with Two Hole Guide 70mm	4	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