



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

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 **August 6, 2024**. Opening of quotation shall be held at 2 o'clock in the afternoon of **August 6, 2024**.

RFQ No.	2024-605
RFQ Date:	7/30/2024
Approved Budget for the Contract (ABC)	Php50,060.00
Mode of Procurement	Shopping B
PR No.	421553597
PR Date:	7/18/24
End-user:	Registry of Deeds Tacloban City

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.	Bond Paper, Multi copy, legal, 80 gsm, size 216mmx330mm	20	Reams		
2.	Bond Paper, Multi copy, A4, 80 gsm, size 210mmx297mm	20	Reams		
3.	Bond Paper, Multi copy, Short, 80 gsm, size 216mmx297mm	20	Reams		
4.	Sign Pen, Black, Liquid Gel Ink, 0.5mm. Needle tip	30	Pcs.		
5.	Sign Pen, Blue, Liquid Gel Ink, 0.5mm. Needle tip	30	Pcs.		
6.	Sign Pen, Red, Liquid Gel Ink, 0.5mm. Needle tip	30	Pcs.		
7.	Expanded Envelope, kraftboard Brown, long 100 pcs/box	1	Box		
8.	Envelope, Mailing White, 80 gsm, long, 500pcs./box	2	Box		
9.	Correction Tape, Film Base Type, UL 6m min. 5mm	30	Pc.		
10.	Folder, Fancy, Short size 100 pcs/Bundle	4	Bndl		
11.	Folder, Fancy, A4 Size 100 pcs/Bundle	4	Bndl.		
12.	Folder, Fancy, Legal Size 100 pcs/Bundle	2	Bndl		
13.	Portable Box with pocket/Storage Box size 15.5	15	Pcs.		

14.	Filing Box, Box Filer Legal Size	15	Pcs.		
15.	Tape, Double Sided 1"	10	Rolls		
16.	Tape, Transparent 2"	10	Rolls		
17.	USB Flash Drive 32GB	2	Pcs.		
18.	Ballpen, Finepoint (Black and Blue)	20	Box		
19.	Highlighter, 3 assorted color per set	7	Set		
20.	Sticky Note, Notepad, Stick On 76mmx76mm 100 sheets	30	Pcs.		
21.	Paper, Specialty, A4, 20pcs/pack	10	Pack		
22.	Paper, Specialty, Legal, 20pcs/pack	10	Pack		
23.	Paper, Specialty, Short, 20pcs/pack	10	Pack		
24.	Certificate Holder,Plastic, Short	20	Pcs.		
15.	Certificate Holder, Plastic, A4	20	Pcs.		
16.	Notebook 80 leaves	20	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