



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: Printing Services

RFQ No.	2024-544
RFQ Date:	7/15/2024
Approved Budget for the Contract (ABC)	Php842,500.00
Mode of Procurement	Negotiated Procurement/ NP-SVP
PR No.	123032086
PR Date:	6/26/24
End-user:	CTO

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 18, 2024**. Opening of quotation shall be held at 2 o'clock in the afternoon of **July 18, 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**
  - Notarized Original Omnibus Sworn Statement (Revised format GPPB Resolution No. 16-2020).**
  - Latest Annual Income Tax Return**
  - 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.	<b>ACCOUNTABLE FORMS 51 WITH LINE</b> Size: 8.5 x 4" Construction: 3 ply x 50 sets per booklet materials: Imported Carbonless Paper Security Features: With Serial Numbers With Official RP Seal and City of Tacloban Logo With UV Logo Currency Grade Ink With Red Stain Security Numbering Ink (Original Copy) and with Microprint	1500	Pads		
2.	<b>ACCOUNTABLE FORMS 51 WITHOUT LINE</b> Size: 8.5 x 4" Construction: 3 ply x 50 sets per booklet materials: Imported Carbonless Paper Security Features: With Serial Numbers With Official RP Seal and City of Tacloban Logo With UV Logo Currency Grade Ink With Red Stain Security Numbering Ink	3000	Pads		

	(Original Copy) and with Microprint				
3.	<b>TERMINAL TICKET Php 10.00</b> Size: 5.5" x 8.5" Screen Color: Magenta Construction: 1 ply x 100 sets per booklet with back print Materials: Booked Paper Security Features: With Serial Numbers With City of Tacloban Logo With UV Logo Currency Grade Ink	2000	Pads		
	<i>xxxxx nothing follows xxxxx</i>	GRA2ND 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