



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 **June 4, 2024**. Opening of quotation shall be held at 2 o'clock in the afternoon of **June 4, 2024**.

RFQ No.	2024-386
RFQ Date:	5/29/2024
Approved Budget for the Contract (ABC)	Php38,720.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 521463698 Lot 2: 1393647
PR Date:	5/13/24,5/13/24
End-user:	BJMP & City Architect's Office

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.	Multi Purposepaper (Legal, 8.5"x13"), 80GSM	70	Reams		
2.	Multi Purposepaper (A4, 8.27"x11.69"), 80GSM	31	Reams		
3.	Logbooks, 500's with date	15	Pcs		
4.	Brown Envelope, (Long) @500'S/box	1	Box		
5.	White Folder, (Long), @100's	1	Reams		
6.	Ball pen, ball point black, 0.5mm, 12's/box	3	Box		
7.	Ball pen, ball point blue, 0.5mm, 12's/box	3	Box		
8.	Paper Vinyl Coated, 50mm, 100pcs.	6	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.

Printed Name/Signature/Date

Contact Number



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RFQ No.	2024-386
RFQ Date:	5/29/2024
Approved Budget for the Contract (ABC)	Php26,650.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 521463698 Lot 2: 1393647
PR Date:	5/13/24,5/13/24
End-user:	BJMP & City Architect's Office

Sgd.JONATHAN R. HIJADA

BAC Chairman

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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 2	City Architect's Office 1393647/5-13-24				
1.	BATTERY, dry cell, AA, 2 pieces per blister pack	8	Pack		
2.	BATTERY, dry cell, AAA, 2 pieces per blister pack	6	Pack		
3.	CALCULATOR, COMPACT, 12 DIGITS	6	Unit		
4.	CUTTER BLADE, for heavy duty cutter, Big (TUBE)	2	Tube		
5.	CUTTER, KNIFE heavy duty, Big	2	Pc		
6.	DATA FILER BOX, made of chipboard, with closed ends	20	Pc		
7.	METAL Desk Tray, Heavy Duty (3 layer)	5	Pc		
8.	PAPER, STICKER PAPER, MATTE, A4 10's	5	Pack		
9.	PUNCHER, paper, heavy duty, with two hole guide 70mm	1	Unit		
10.	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min, "Official Record Book"	5	Pc		
11.	RECORD BOOK, SIZE: 169mm x 280mm, 300 PAGES, 60GSM	8	Pc		
12.	RUBBER BAND, 350grams	2	Box		
13.	SCISSORS, BLADE 7"	4	Pair		
14.	SIGN PEN, BLACK, 1.0mm, GEL IMPACK	24	Pc		

15.	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	24	Pc		
16.	STAPLER W/STAPLER REMOVER, #35	5	Pc		
17.	TAPE, DUCT 2"/roll	2	Pc		
	<i>xxxxx nothing follows xxxxx</i>	GRAND TOTAL:			

Brand & Model: _____ Warranty: _____
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