



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.	2024-610
RFQ Date:	8/1/2024
Approved Budget for the Contract (ABC)	Php34,340.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 223181425 Lot 2: 223281983 Lot 3: 323032101
PR Date:	7/8/24,7/23/24 7/19/24
End-user:	CCRO, City Accountant's Office & CTO

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	CCRO 223181425/7-8-24				
1.	Ballpen (black), 0.5 mm, 12's/box	5	Box		
2.	Signpen Black, 1.0mm	60	Pcs		
3.	Correction tape, base type 5mmx8m	50	Pcs		
4.	Stamping pad ink (black), 30ml	30	Bottle		
5.	Calculator, compact, 12 digits	2	Units		
6.	Masking tape 2"	50	Rolls		
7.	Scotch tape 2"	30	Rolls		
8.	Masking tape 1"	20	Rolls		
9.	Folder white long size, 100's/bundle	1	Bundl e		
10.	Staple wire # 35, 10pcs/pack	20	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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RFQ No.	2024-610
RFQ Date:	8/1/2024
Approved Budget for the Contract (ABC)	Php75,497.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 223181425 Lot 2: 223281983 Lot 3: 323032101
PR Date:	7/8/24,7/23/24 7/19/24
End-user:	CCRO, City Accountant's Office & CTO

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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 2	City Accountant's Office 223281983/7-23-24				
1.	Permanent Marker-Blue Bullet type 12pcs	1	Box		
2.	Ball pen-Black LIQUID GEL INK 0.5mm 12pcs	15	Box		
3.	Paper Fastener-Metal 70mm 50 sets	5	Box		
4.	Paper Fastener-Plastic 50 sets	20	Box		
5.	Sign Pen 0.5mm Green 12 pcs	30	Box		
6.	Staple Wire TM-2005 5000 pcs. #35	15	Box		
7.	Paper-Book Paper, Premium Legal 70gsm	85	Ream		
8.	Paper-Book Paper, Premium A4 70gsm	75	Ream		
9.	Marker White Board-Black bullet type 12 pcs	1	Box		
10.	FOLDER-for Legal size 100's/bundle Tagboard	1	Ream		
11.	Puncher-Heavy Duty 2 hole	2	Pcs		
	<i>xxxxx nothing follows xxxxx</i>	GRAND TOTAL:			

Brand & Model: _____ Warranty: _____
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RFQ No.	2024-610
RFQ Date:	8/1/2024
Approved Budget for the Contract (ABC)	Php520,302.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 223181425 Lot 2: 223281983 Lot 3: 323032101
PR Date:	7/8/24,7/23/24 7/19/24
End-user:	CCRO, City Accountant's Office & CTO

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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 3	CTO 323032101/7-19-24				
1.	Glue, All Purpose Glue 130 grams	36	Btls		
2.	Book, Clear Book 100 pockets, legal size	25	Pcs		
3.	Paper, Colored Paper, Legal size 500 sheets/rms (pink), 80 gsm	24	Rms		
4.	Paper, Colored Paper, Legal size 500 sheets/rms (green), 80 gsm	24	Rms		
5.	Paper, Colored Paper, Legal size 500 sheets/rms (yellow), 80 gsm	24	Rms		
6.	Paper, Colored Paper, Legal size 500 sheets/rms (blue), 80 gsm	24	Rms		
7.	Data filer box (open)	41	box		
8.	Data filer box w/cover	20	Box		
9.	Book Paper Legal gsm 80	250	rms		
10.	Book Paper A4 gsm 80	200	Rms		
11.	Stapler Heavy duty w/remover	21	Pcs		

12.	Paper, Specialty Paper, legal size, 10 pcs/pcks (white color)	12	Pcks		
13.	Paper, Specialty Paper, A4 size, 10 pcs/pcks (white color)	12	Pcks		
14.	Calculator 14 digits, Heavy Duty w/ tilting	4	Pcs		
15.	Calculator 14 digits, Heavy Duty	14	Pcs		
16.	Paper Mimeo, short 63 gsm	250	Rms		
17.	Paper Mimeo Long 63 gsm	250	Rms		
18.	Pen, Marking Pen, Whiteboard, Blue 12pcs/box	10	Box		
19.	Pen, Marking Pen, Whiteboard, Black 12pcs/box	10	Box		
20.	Pen, Marking Pen, Whiteboard, Red 12pcs/box	10	Box		
21.	Sticky Note Pad Fluorescent 3"x3"	36	Pcs		
22.	Sticky Note Pad Fluorescent 2"x3"	36	Pcs		
23.	Sticky Note Pad Fluorescent 1"x3"	36	Pcs		
24.	Sticky Note Pad Fluorescent 5"x3"	36	Pcs		
25.	Sign Pen, black 1.0 mm 12 pcs/box	24	Box		
26.	Plastic Envelope (long) 12 pcs/pck	50	Pcks		
27.	Plastic Envelope (short) 12 pcs/pck	36	Pcks		
28.	Puncher Heavy Duty	7	Pcs		
29.	Scissor 7"	7	Pcs		
30.	Ruler 12 inches plastic	6	Pcs		
31.	Flash Drive 64GB1	8	Pcs		
	<i>xxxxx nothing follows xxxxx</i>		GRAND TOTAL:		

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