



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 **November 12, 2024**. Opening of quotation shall be held at 2 o'clock in the afternoon of **November 12, 2024**.

RFQ No.	2024-895
RFQ Date:	11/5/2024
Approved Budget for the Contract (ABC)	Php6,600.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 124011056 Lot 2: 124011060 Lot 3: 324011079 Lot 4: 432111640
PR Date:	10/14/24,10/24/24 9/13/24
End-user:	City Population Office, City Accountant Office & Operation of Market

Sgd.For. 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.
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- 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	City Population Office 124011056/10-14-24				
1.	Certificate Frame, Plastic, A4	30	Pcs		
2.	Paper, Short, 500 Sheets, 85gsm, Laid Paper	1	Ream		
3.	Photo Paper, A4, 10's, 135gsm, Glossy	2	Packs		
4.	Certificate Frame, Wood, 12" x 9" (A4)	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

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RFQ No.	2024-895
RFQ Date:	11/5/2024
Approved Budget for the Contract (ABC)	Php35,795.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 124011056 Lot 2: 124011060 Lot 3: 324011079 Lot 4: 432111640
PR Date:	10/14/24,10/24/24 9/13/24
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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 2	City Population Office 124011060/10-14-24				
1.	Black, Liquid/Gel Ink, 0.5mm Needle Tip Sign Pen	25	Pcs		
2.	Expanding Envelope kraftboard (Long)	25	Pcs		
3.	Paper, Multi-Purpose A4, 70 gsm, 210mmx297mm	6	Reams		
4.	Paper, Multi-Purpose Legal, 70 gsm, 216mmx330mm	6	Reams		
5.	Certificate Frame, Wood, 12" x 9" (A4)	8	Pcs		
6.	Certificate Frame, Plastic, Short	175	pcs		
7.	Stenographer, Spiral, 60 Leaves Notebook	25	Books		
8.	Laid paper, cream in color (short) 500 sheet, 85gsm	2	Reams		
9.	Photo Paper, A4, 10's, 135gsm, glossy	5	Packs		
10.	Lace Ethnic Trimmings/Lei Ribbon 3", 7m	6	Rolls		

	<i>xxxxx nothing follows xxxxx</i>	GRAND TOTAL:			
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Brand & Model: _____ Warranty: _____
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RFQ No.	2024-895
RFQ Date:	11/5/2024
Approved Budget for the Contract (ABC)	Php50,320.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 124011056 Lot 2: 124011060 Lot 3: 324011079 Lot 4: 432111640
PR Date:	10/14/24,10/24/24 9/13/24
End-user:	City Population Office, City Accountant Office & Operation of Market

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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 3	City Accountant Office 324011079/10-24-24				
1.	Puncher-Heavy Duty 2 hole	2	Pcs		
2.	Masking Tape-24mm x 60m	15	Pcs		
3.	Correction Tape-12mm	30	Pcs		
4.	RUBBER BAND, 70mm min lay flat length (#18)	3	Boxes		
5.	Sticky Arrow Note Pad	10	Pcs		
6.	Paper-Book Paper, Premium Legal 70gsm	60	Ream		
7.	Paper-Book Paper, Premium A4 70gsm	70	Ream		
	<i>xxxxx nothing follows xxxxx</i>	GRAND TOTAL:			

Brand & Model: _____ Warranty: _____

Delivery Period: _____ days upon receipt of the PO Price valid until: _____

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RFQ No.	2024-895
RFQ Date:	11/5/2024
Approved Budget for the Contract (ABC)	Php171,396.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 124011056 Lot 2: 124011060 Lot 3: 324011079 Lot 4: 432111640
PR Date:	10/14/24,10/24/24 9/13/24
End-user:	City Population Office, City Accountant Office & Operation of Market

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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 4	Operations of Market 432111640/9-13-24				
1.	Tape, Transparent Tape 1"	25	Roll		
2.	Tape, Transparent tape 2"	25	Roll		
3.	Tape, double Adhesive 2"	25	Roll		
4.	Tape, Masking Tape 2"	25	Roll		
5.	Cutter knife, General Purpose, heavy duty (1/2 size)	5	Pcs		
6.	Glue, All Purpose, gross weight: 200grams w/applicator	5	Jars		
7.	Pen, Ballpen, Ordinary, Black 12's/box 0.5mm	10	Boxes		
8.	Correction Tape, 8mm	30	Pcs		
9.	Envelope, Expanding Envelope, Colored, Long, 100pcs/pack	1	Pack		
10.	Paper Fastener, 25mm, 50sets/box	10	Boxes		

11.	White Folder, Legal, 14pts, 100's	100	Pcs		
12.	White Folder, Short, 14pts, 100's	100	Pcs		
13.	Multipurpose Paper, A4, 70gsm, 210mmx297mm	12	Reams		
14.	Multipurpose Paper, short, 70gsm, 216mmx297mm	12	Reams		
15.	Multipurpose Paper, Legal, 70gsm, 216mmx330mm	12	Reams		
16.	Mimeo Paper, Legal, S-20, 63gsm	12	Reams		
17.	Mimeo Paper, Short, S-20, 63gsm	12	Reams		
18.	Permanent Marker, Bullet Type, Black	10	Pcs		
19.	Sign Pen, Black, Liquid Gel Ink, 0.5mm, 12pcs/box	10	Boxes		
20.	Staple Wire, Standard, #35	10	Boxes		
21.	Carbon paper, Black, Legal, 100's (club)	10	Packs		
22.	Pencil, 2, 12's/box	10	Boxes		
	<i>xxxxx nothing follows xxxxx</i>		GRAND TOTAL:		

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