



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

RFQ No.	2024-906
RFQ Date:	11/12/2024
Approved Budget for the Contract (ABC)	Php40,369.00
Mode of Procurement	Shopping B
PR No.	Lot 1: 223041706 Lot 2: 123231539
PR Date:	10/31/24,10/14/24
End-user:	CHO & CMO

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 19, 2024**. Opening of quotation shall be held at 2 o'clock in the afternoon of **November 19, 2024**.

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.
 - 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	CHO 223041706/10-31-24				
1.	LONG BROWN ENVELOPE	200	PCS		
2.	BOND PAPER (LEGAL 80GSM)	7	REAMS		
3.	BOND PAPER (A4 80GSM)	8	REAMS		
4.	BALLPEN 50'S 0.5MM (BLACK), 12's/box	2	BOXES		
5.	BALLPEN 50'S 0.5MM (BLUE), 12's/box	2	BOXES		
6.	BALLPEN 50'S 0.5MM (RED), 12's/box	1	BOX		
7.	SIGN PEN 12'S (BLACK) 1.0mm	1	BOXES		
8.	SIGN PEN 12'S (BLUE) 1.0mm	1	BOXES		
9.	PERMANENT MARKER 12's (BLACK)	3	BOXES		
10.	PERMANENT MARKER 12's (BLUE)	2	BOXES		
11.	WHITEBOARD MARKER 12's (BLACK)	3	BOXES		
12.	WHITEBOARD MARKER 12's (BLUE)	2	BOXES		
13.	ID CASE W/LANYARD	50	PCS		

14.	SCATCH TAPE 1"	5	ROLL		
15.	SCATCH TAPE 2"	5	ROLL		
16.	MASKING TAPE 1"	5	ROLL		
17.	MASKING TAPE 2"	5	ROLL		
18.	PACKING TAPE 2"	5	ROLL		
19.	PARCHMENT PAPER (A4) 20's	10	PACKS		
20.	SPECIALTY PAPER (A4)10's 30gsm	15	PACKS		
21.	MANILA PAPER 36"X48"	75	PCS		
22.	COLORED CARTOLINA	75	PCS		
23.	CRAYONS (JUMBO) 8's	10	BOXES		
24.	STAPLER #35 MAX HEAVY DUTY	3	PCS		
25.	STAPLE WIRE #35	10	BOXES		
26.	SCISSORS (BIG) 7"	5	PCS		
27.	CORRECTION TAPE 5mm	30	PCS		
28.	STICKY NOTE 3X3	30	PADS		
29.	PAPER CLIPS 50's 32mm, 100pcs/box	15	BOXES		
30.	CERTIFICATE HOLDER (A4) PLASTIC	50	PCS		
31.	PAPER CLIP BOARD HOLDER (LONG)	10	PCS		
32.	BLACK BINDER CLIPS (51mm) 12's	10	BOX		
33.	STORAGE BOX (50L)	2	PC		
	<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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Contact No. _____

Procurement Title/Category: Office Supplies and Devices

RFQ No.	2024-906
RFQ Date:	11/12/2024
Approved Budget for the Contract (ABC)	Php80.537.50
Mode of Procurement	Shopping B
PR No.	Lot 1: 223041706 Lot 2: 123231539
PR Date:	10/31/24,10/14/24
End-user:	CHO & CMO

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 19, 2024**. Opening of quotation shall be held at 2 o'clock in the afternoon of **November 19, 2024**.

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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 2	CMO 123231539/10-14-24				
1.	Folder, tagboard, for LEGAL size documents, 100s/pack	1	Packs		
2.	Correction Tape, film base type, UL 6m min, 5mm	10	Pcs.		
3.	Fastener, plastic, 25mm, 50sets/box	10	Boxes		
4.	Glue, all purpose, gross weight: 130grams	5	Bottles		
5.	Marker, fluorescent, 3 assorted colors per set	2	Sets		
6.	Marker, permanent, bullet type, black	10	Pcs.		
7.	Marker, permanent, bullet type, blue	10	Pcs.		
8.	Notepad, stick on, 24mm x 76mm (1" x 4") min	10	Pads		
9.	Paper, Multicopy, 80GSM, size: 210mm x 297mm (A4)	30	Ream		
10.	Paper, Multicopy, 80GSM, size: 216mm x 356mm (LEGAL)	20	Ream		

11.	Staple Wire, standard, #35	5	Boxes		
12.	Sign Pen, black, liquid/gel ink, 0.5mm needle tip	20	Pcs.		
13.	Sign Pen, gel impact, 1.0mm, retractable	10	Pcs.		
14.	Tape, Masking, width: 24mm (±1mm) 1"	5	Rolls		
15.	Tape, Masking, width: 48mm (±1mm) 2"	5	Rolls		
16.	Tape, Transparent, width: 24mm (±1mm) 1"	5	Rolls		
17.	Tape, Transparent, width: 48mm (±1mm) 2"	5	Rolls		
18.	Tape, Double Adhesive, width: 24mm (±1mm) 1"	5	Rolls		
19.	Tape, Double Adhesive, width: 24mm (±1mm) 2"	5	Rolls		
20.	Tape, Packing, width: 48mm /2"	5	Rolls		
21.	Pen, Ballpen, Black, 0.5mm, 12's/box	15	Bxs		
22.	Paper, Specialty (colored), legal size, 220gsm, assorted color, 10pcs/pack	50	Packs		
23.	Paper, Specialty (colored), A4 size, 220gsm, assorted color, 10pcs/pack	50	Packs		
24.	Diploma holder A4 (colored red)	200	Pcs.		
25.	Scissors, 7", big size, heavy duty	5	Pairs		
26.	Cutter knife, with manual locking blade system, 18mm x 100mm	5	Packs		
27.	Calculator, compact, 12 digits	40	Units		
28.	Notebook, 80 leaves, single line	80	Books		
29.	Record Book, 300 pages, size: 214mm x 278mm min	10	Books		
30.	Manila Paper	40	Pcs.		
31.	Data File Box, made of chipboard, with colored ends for legal size documents	10	Boxes		
32.	Data File Box, with cover for legal size documents	10	Boxes		
	<i>xxxxx nothing follows xxxxx</i>	GRAND TOTAL:			

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