



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. | 2024-948 |
| RFQ Date: | 11/27/2024 |
| Approved Budget for the Contract (ABC) | Php57,516.00 |
| Mode of Procurement | Shopping B |
| PR No. | 223251979 |
| PR Date: | 11/18/24 |
| End-user: | 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 **December 3, 2024**. Opening of quotation shall be held at 2 o'clock in the afternoon of **December 3, 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 |
|----------|--|-----|-------|------------|-------------|
| 1. | Paper, Multicopy, 80gsm, size: 210mm x 297mm | 20 | Reams | | |
| 2. | Paper, Multicopy, 80gsm, size: 216mm x 330mm | 20 | Reams | | |
| 3. | Bond Paper A3, 70gsm, 500's | 3 | Reams | | |
| 4. | Folder, White Tagboard, for legal Size Documents, 100's/pack | 5 | Packs | | |
| 5. | Folder, White Tagboard, for A4 Size Documents, 100'/pack | 5 | Packs | | |
| 6. | Correction Tape, UL 6m min, 5mm | 10 | Pcs | | |
| 7. | Tape, Transparent, width: 1" | 5 | Rolls | | |
| 8. | Tape, Transparent, width: 2" | 5 | Rolls | | |
| 9. | Tape, Masking, width 1" | 5 | Rolls | | |
| 10. | Tape, Making, width 2" | 5 | Rolls | | |
| 11. | Tape, Packaging, width 2" | 5 | Rolls | | |
| 12. | Tape, Double Adhesive, width: 1" | 5 | Rolls | | |

| | | | | | |
|-----|---|--------------|-------|--|--|
| 13. | Tape, Double Adhesive, width: 2" | 5 | Rolls | | |
| 14. | Staple Wire, Standard, #10 | 5 | Boxes | | |
| 15. | Staple Wire, Standard, #35 | 5 | Boxes | | |
| 16. | Pen, Ballpen, Fine Point, Rectable, Black Color, 0.5mm 12/pcs/box | 5 | Boxes | | |
| 17. | Pen, Sign pen, Rectable, Black Color, Gel Pen, 0.5mm 12/pcs/box | 5 | Boxes | | |
| 18. | Documents box with cover for legal size paper (black color) | 10 | Pcs | | |
| 19. | Filer box 1without cover | 10 | Pcs | | |
| 20. | Aluminum Clipboard for legal size document | 5 | Pcs | | |
| 21. | Scientific Calculator | 3 | Units | | |
| 22. | Ruler 24" Metal | 2 | Pcs | | |
| 23. | Puncher with two holes (heavy duty) | 3 | Pcs | | |
| 24. | Cartolina, Assorted Colors, 78gsm, min 20 pcs/pack | 2 | Packs | | |
| 25. | Binder Clip 2", backfold, All Metal Clamping, 12 pcs/box | 10 | Boxes | | |
| 26. | Binder Clip 1", backfold, All Metal Clamping, 12 pcs/box | 10 | Boxes | | |
| 27. | Binder Clip 3/4" back fold, All Metal Clamping, 12 pcs/box | 10 | Boxes | | |
| 28. | Paper Fastener 25mm 50 sets/box | 10 | Boxes | | |
| 29. | Paper Clip, Jumbo, 100pc/box | 10 | Boxes | | |
| 30. | Paper Clip, Small, 100pcs/box | 10 | Boxes | | |
| 31. | Carbon Film, PE, Black, size 216 mm x 330 mm, 100 sheets/pack | 6 | 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