



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.	2024-961
RFQ Date:	12/3/2024
Approved Budget for the Contract (ABC)	Php423,974.00
Mode of Procurement	Shopping B
PR No.	323191392
PR Date:	11/14/24
End-user:	TCH

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 10, 2024**. Opening of quotation shall be held at 2 o'clock in the afternoon of **December 10, 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.	Fastener, Plastic, 70mm, Between prongs 50 sets/box	10	Bxs.		
2.	Cartolina, white, 120gms, 20pcs./pck	10	Packs		
3.	Cartolina, Yellow, 78gms, 20pcs./pck	10	Packs		
4.	Cartolina, Green, 78gms, 20pcs./pck	10	Packs		
5.	Cartolina, Red, 78gms, 20pcs./pck	10	Packs		
6.	Cartolina, Blue, 78gms, 20pcs./pck	10	Packs		
7.	Cartolina, Pink, 78gms, 20pcs./pck	10	Packs		
8.	Marker, Permanent, Bullet type, Red	100	Pcs.		
9.	Masking Tape, 24mm (±1mm)	50	Rolls		
10.	Masking Tape, 48mm (±1mm)	30	Rolls		
11.	Paper Clip, vinyl/plastic coat, Big. 100 pcs, 50mm.	50	Bxs.		
12.	Paper Multi purpose, 70gsm legal size (Long)	300	Rms.		
13.	Paper Multi purpose, 70gsm A4 size	300	Rms.		
14.	GLUE, all purpose, gross weight: 200 grams min bottle	30	Pcs.		

15.	Record Book 500 pgs.	70	Pcs.		
16.	Record Book 300 pgs.	100	Pcs.		
17.	Staple Wire, Standard, #35	50	Bxs.		
18.	Tape Transparent width: 24mm (±1mm)	50	Rolls		
19.	Tape Transparent width: 48mm (±1mm)	30	Rolls		
20.	Pen, Ballpen, Black 0.5mm, 12's/box	100	Bxs.		
21.	Notepad, Stick on, 76mmx100mm (3"x3") min	15	Pads		
22.	Sign Here, Sticky Notes, Film Index,	20	Pads		
23.	File Organizer, desk tray/mesh 4 layer	15	Pcs.		
24.	CORRECTION TAPE, film base type 5mm x 8m	200	Pcs.		
25.	Stapler, Heavy duty, #35	50	Pcs.		
26.	Pencil No.2, 12/bx	5	Bxs.		
27.	Battery Size AA, 4pcs./pck	40	Pcks.		
28.	Battery Size AAA, 4pcs./pck.	50	Pcks.		
29.	CALCULATOR, Compact 12 digits	20	Units		
30.	Signpen, blue, liquid gel ink, 0.5mm, needle tip	12	Pcs.		
31.	Signpen, black, liquid gel ink, 0.5mm, needle tip	36	Pcs.		
32.	Scissor 10 inches pairs	30	Pcs.		
33.	Cutter 6"	20	Pcs.		
34.	Long Brown Envelope	100	Pcs.		
35.	Puncher with two hole heavy duty	10	Pcs.		
36.	Ruler 12" Plastic	10	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

 Contact Number