



Republika ng Pilipinas  
PAMAHALAANG LUNGSOD NG TACLOBAN  
(City Government of Tacloban)  
Kanhuraw Hill, Tacloban City 6500



## *Bids and Awards Committee*

**INVITATION TO SUBMIT PRICE QUOTATIONS**  
FOR **OFFICE EQUIPMENT SUPPLIES AND CONSUMABLES** through Small Value  
Procurement  
BIDSTAC # SVP 354-2025 (12362637)  
1<sup>st</sup> Posting

The City Government of Tacloban, through the BIDS AND AWARDS COMMITTEE (BAC) shall be contracting by Small Value Procurement for **OFFICE EQUIPMENT SUPPLIES AND CONSUMABLES** the **City Mayor's Office** PR No. **424052949** dated **7/10/25**, with a total Approved Budget of the Contract (ABC) of **Three Hundred Ninety-One Thousand Twenty Pesos & 00/100 (Php391,020.00)** only.

The above-mentioned item is a Small Value Procurement – intended for the official function of the requisitioning office, as stated on their Purchase Request.

Interested supplier may submit a proposal and must include the following documents on the deadline of submission:

- a. Valid Mayor's Business Permit
- a. PhilGEPS Registration Platinum
- b. **Notarized Original** Omnibus Sworn Statement (**Revised format GPPB Resolution No. 16-2020**)
- c. Brochure showing brand, model and specifications of the product being offered, if applicable.
- d. All photocopied documents submitted shall be a certified copy from the original.
- e. All documents must be enclosed in a properly labeled and sealed envelope, including the PR No.

All Interested Suppliers shall submit a proposal to the BAC Office, 4<sup>th</sup> Floor City Hall New Building, Kanhuraw Hill, Tacloban City, on or before **9:00 AM** on **September 9, 2025**. late submission of proposals shall not be accepted Opening of quotation shall be held at **2:00 PM** on **September 9, 2025**.

**Sgd. JONATHAN R. HIJADA**  
(BAC Chairman)

Date Published: September 3, 2025