

Republic of the Philippines  
City of Manila  
**CITY GENERAL SERVICES OFFICE**  
**REQUEST FOR PRICE QUOTATION**  
**(Small Value Procurement)**

Date : March 16, 2018  
Quotation No. 2018-03-138

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Please quote your lowest price on the item/s listed below and submit your quotation together with the requirements stated hereunder to this office located at Room 442, Manila City Hall Building, Arroceros Street, Manila during office hours within seven (7) calendar days from receipt hereof, subject to the following terms and conditions, to wit:

1. Delivery period shall be within fifteen (15) calendar days upon receipt of Notice to Proceed.
2. Warranty shall be for a period of three (3) months for supplies and materials , One (1) year for equipment from date of acceptance by the end-user.
3. Price validity shall be for a maximum period of 120 calendar days.
4. Subject to the submission of the following documents:
  - a. DTI Certificate of Registration
  - b. Mayor's/Business Permit
  - c. PhilGEPS Registration
  - d. Income/Business Tax Return
  - e. Omnibus Sworn Statement

Canvassed By:

**FRANCIS F. YENKO**  
Officer-in-Charge

**NOEMI D. BOLINAS**  
Supply Officer III

ITEM	QTY	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL
			Office: Office of the City Accountant Charge to: Office Supplies Expenses ABC: Php279,545.00	PR No. 176 OBR No. 100-1802-00829		
1	3	pcs.	Adaptor plug	Php 100.00	Php _____	Php _____
2	2	unit	AVR	Php 1,200.00	Php _____	Php _____
3	100	pcs.	Ballpoint pen, black	Php 30.00	Php _____	Php _____
4	12	pcs.	Ballpoint pen, blue	Php 30.00	Php _____	Php _____
5	100	pcs.	Ballpoint pen, green	Php 30.00	Php _____	Php _____
6	12	gals.	Bleaching liquid for rest room	Php 350.00	Php _____	Php _____
7	2	pcs.	Brush for toilet bowl, HD	Php 114.00	Php _____	Php _____
8	1	unit	Calculator, Electronic printing, 12 digits 2 color printing, HD	Php 7,600.00	Php _____	Php _____
9	3	pcs.	Ribbon for calculator, 2 color printing, 13mm/pc	Php 350.00	Php _____	Php _____
10	30	pcs.	CD rewritable with case	Php 85.00	Php _____	Php _____
11	2	pcs.	Cord, extension, 6 way gang, 2 meters	Php 1,200.00	Php _____	Php _____
12	6	pcs.	Correction fluid, 15 ml	Php 35.00	Php _____	Php _____
13	3	pcs.	Desk tray, triple layer, metal	Php 965.00	Php _____	Php _____
14	3	pcs.	Desktop hard disk drive internal 1TB	Php 4,405.00	Php _____	Php _____
15	2	pcs.	Desktop Power Supply, 700W w/ long cable	Php 1,113.00	Php _____	Php _____
16	5	pcs.	Doormat, rag, 12" x 24"	Php 100.00	Php _____	Php _____
17	3	pcs.	Electrical flat cord, 16/2, 6 meters/pc.	Php 425.00	Php _____	Php _____
18	3	pcs.	Electrical Outlet, 4 hole	Php 393.33	Php _____	Php _____
19	3	pcs.	Electrical Rubber Plug	Php 433.33	Php _____	Php _____
20	2	pcs.	External DVD for CD/DVD, latest version	Php 2,600.00	Php _____	Php _____
21	3	pcs.	Flash drive, 32 gb	Php 2,400.00	Php _____	Php _____
22	4	tubes	Fluorescent lamp, 18watts	Php 85.00	Php _____	Php _____
23	15	prs.	Gloves, rubberized	Php 150.00	Php _____	Php _____
24	6	pcs.	Laserjet cartridge, 85A	Php 5,100.00	Php _____	Php _____
25	1	pc.	Laserjet print cartridge, 12A	Php 4,932.00	Php _____	Php _____

page 1 of 2

page 2 of 2

RFQ No. 2018-03-138

Procurement of various Office Supplies

March 16, 2018

ITEM	QTY	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL
			Office: Office of the City Accountant Charge to: Office Supplies Expenses ABC: Php279,545.00	PR No. 176 OBR No. 100-1802-00829		
26	2	pcs.	Laserjet print cartridge, 53A	Php 5,164.00	Php _____	Php _____
27	2	pcs.	Ink for Copy Printer, DX 2430	Php 2,400.00	Php _____	Php _____
28	2	pcs.	Master Roll for Copy Printer	Php 3,500.00	Php _____	Php _____
29	20	pcs.	Ink for L120/L210-T6641, black	Php 500.00	Php _____	Php _____
30	18	pcs.	Ink for L120/L210-T6642, cyan	Php 500.00	Php _____	Php _____
31	18	pcs.	Ink for L120/L210-T6643, magenta	Php 500.00	Php _____	Php _____
32	18	pcs.	Ink for L120/L210-T6344, yellow	Php 500.00	Php _____	Php _____
33	1	bot.	Ink for Trodat, black, 28 ml.	Php 150.00	Php _____	Php _____
34	2	unit	Keyboard for Computer	Php 480.00	Php _____	Php _____
35	4	pcs.	Liquid Solution for Aircon	Php 220.00	Php _____	Php _____
36	12	pcs.	Marking pen, permanent, green, broad	Php 100.00	Php _____	Php _____
37	12	pcs.	Marking pen, permanent, violet, broad	Php 100.00	Php _____	Php _____
38	5	pads	Notepad, sticky tape, flags sign here, 1" x 1.7"	Php 250.00	Php _____	Php _____
39	2	bots.	Numbering machine ink, 20ml/bot	Php 95.00	Php _____	Php _____
40	2	units	Numbering machine, 8 digits, HD	Php 1,650.00	Php _____	Php _____
41	5	reams	Paper, Multicopy, 70 gsm, B4, 254mmx330mm	Php 395.00	Php _____	Php _____
42	6	jars	Paste in jar with applicator	Php 100.00	Php _____	Php _____
43	1	units	Paper cutter, 12" x 10" , HD	Php 1,932.00	Php _____	Php _____
44	5	packs	Fastener, plastic, 50 sets/pack	Php 175.00	Php _____	Php _____
45	1	pc.	Power cord for desktop computer, 2m	Php 420.00	Php _____	Php _____
46	1	pc.	Printer Cable for computer, 2m	Php 190.00	Php _____	Php _____
47	4	pcs.	Ribbon for Bundy clock	Php 1,250.00	Php _____	Php _____

48	3	pcs.	Ribbon cartridge for FX 2175 printer	Php	950.00	Php	_____
49	6	pcs.	Ribbon cartridge for LX 310 printer	Php	320.00	Php	_____
50	4	pcs.	Ribbon Cartridge for LQ 2190 printer	Php	998.00	Php	_____
51	10	pcs.	Ribbon Cartridge for 791 printer	Php	555.00	Php	_____
52	2	pcs.	Ribbon Cartridge for 320 printer	Php	550.00	Php	_____
53	2	pcs.	Ribbon for Printronix Line printer P8000/P7000 Standard Life Cartridge	Php	4,950.00	Php	_____
54	20	pcs.	Sack, 30" x 43"	Php	38.00	Php	_____
55	36	pcs.	Sign pen, green, 0.5mm, needle tip	Php	135.00	Php	_____
56	5	bxs.	Stapler wire, No. 23/6, 1000 staples/box	Php	150.00	Php	_____
57	25	pcs.	Toilet deodorant cake, 50 grams	Php	45.00	Php	_____
58	2	pcs.	Toilet pump, rubber, good quality	Php	180.00	Php	_____
59	2	pcs.	Toner for Photocopier, Taskalfa Kyocera	Php	7,500.00	Php	_____
60	1	pc.	Toner for Photocopier Ricoh 842010	Php	1,600.00	Php	_____
61	3	pcs.	Toner for Photocopier, 842012	Php	4,920.00	Php	_____
62	3	pcs.	Toner for Photocopier, INEO 363	Php	6,500.00	Php	_____
63	2	units	UPS (Uninterrupted Power Supply)	Php	3,200.00	Php	_____
64	2	pcs.	USB HUB, latest version, 4-8 ports, high speed	Php	771.00	Php	_____
65	2	pcs.	Wire cord for PC, blue, Computer Monitor Cable	Php	390.00	Php	_____
66	4	pcs.	Ring Binder, plastic	Php	279.00	Php	_____
67	5	pcs.	Book cover, hard bound, 405mmx290mmx165mm	Php	371.00	Php	_____
68	50	pcs.	Ballpoint pen, red	Php	30.00	Php	_____
69	8	pcs.	Dirt Trap Mat, 50 x 80cm, doormat x x x x x x x	Php	333.00	Php	_____

PER LOT BASIS TOTAL:      Php \_\_\_\_\_

After having carefully read and accepted your terms and conditions, I/We hereby quote on the item/s at prices listed above.

\_\_\_\_\_  
Printed Name/Signature

\_\_\_\_\_  
Tel. No/Cellphone No.  
e-mail address

\_\_\_\_\_  
Date