

CITY GENERAL SERVICES OFFICE

REQUEST FOR PRICE QUOTATION (RFQ) NO. 2020-02-139
Shopping

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. If applicable, indicate the specific brand, model/year and country of origin for each item.
2. Delivery period shall be within Fifteen (15) calendar days upon receipt of Purchase Order.
3. 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.
4. Price validity shall be for a maximum period of 120 calendar days.
5. Subject to the submission of the following documents:

- a. DTI / SEC Certificate of Registration with Secretary's Certificate
- b. Mayor's/ Business Permit
- c. PHILGEPS Registration Number
- d. Income/Business Tax Return
- e. Omnibus Sworn Statement

Canvassed By:

THELMA L. PEREZ
Officer-In-Charge

CLARK BENZON L. CASUCO
Acting Supply Officer I

ITEM	QTY.	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL PRICE
Office: Manila Traffic and Parking Bureau				PR No. 281		
Charge to: Office Supplies Expenses				OBR No. 100-2001-00503		
ABC: Php100,000.00						
1	60	pcs.	Ballpen, Fine Point, black	Php 13.65	Php _____	Php _____
2	60	pcs.	Ballpen, Fine Point, red	Php 13.65	Php _____	Php _____
3	2	pcs.	Calculator, 2 Digits Electronic LCD Display Two Way	Php 437.85	Php _____	Php _____
			Power Source	Php _____	Php _____	Php _____
4	20	pcs.	Compact Disk Rewritable (CD-RW)	Php 84.00	Php _____	Php _____
5	32	carts	Continuous Form, 11 x 9 1/2, 2ply plain Carbonless	Php 1,050.00	Php _____	Php _____
			GPS Bond, 55gsm, 400/sets			
6	10	pcs.	Correction Tape, Disposable 6 Meter Length	Php 33.25	Php _____	Php _____
7	6	carts	Envelope, pay, 4" x 7 1/2", brown, 500's cart	Php 405.00	Php _____	Php _____
8	10	pcs.	Folder, Expandable, Green, Legal Size, 8.5" x 13" cardboard	Php 24.25	Php _____	Php _____
9	10	boxes	Fastener, 50 pcs/box 7cm, plastic assorted color	Php 49.94	Php _____	Php _____
10	6	boxes	Fastener, 50 pcs/box 7cm, metal	Php 68.50	Php _____	Php _____
11	2	packs	Folder, long, 100/pack	Php 833.75	Php _____	Php _____
12	2	packs	Folder, short, 100/pack	Php 666.75	Php _____	Php _____
13	4	rolls	Packaging Tape, roll	Php 84.50	Php _____	Php _____
14	50	reams	Bond paper, Hard Copy, Short, 8.5" x 11", 500/pcs.	Php 298.50	Php _____	Php _____
15	60	reams	Bond paper, Hard Copy, Long, 8.5" x 13", 500/pcs.	Php 392.75	Php _____	Php _____
16	2	boxes	Paper Clip, Metal, Colored, 100's Big	Php 47.25	Php _____	Php _____
17	2	boxes	Paper Clip, Metal, Colored, 100's Small	Php 22.00	Php _____	Php _____
18	2	boxes	Pencil with eraser, #2, 12pcs/box	Php 150.15	Php _____	Php _____
19	6	pcs.	Pentel Pen Permanent, black	Php 68.25	Php _____	Php _____
20	6	pcs.	Pentel Pen for White Board Marker, Black	Php 92.40	Php _____	Php _____
21	8	pcs.	Record Book, 300 pages, Serialize, high quality	Php 252.00	Php _____	Php _____
22	8	pcs.	Record Book, 300 pages, ordinary	Php 99.75	Php _____	Php _____
23	2	boxes	Rubberband, Big, Approx, 350 grams.	Php 308.70	Php _____	Php _____
24	2	boxes	Rubberband, Small, Approx, 100 grms.	Php 31.50	Php _____	Php _____
25	4	pcs.	Ink for Epson, Black T664, 70ml.	Php 400.00	Php _____	Php _____
26	4	pcs.	Ink for Epson, Yellow T664, 70ml.	Php 400.00	Php _____	Php _____
27	4	pcs.	Ink for Epson, Cyan T664, 70ml.	Php 400.00	Php _____	Php _____
28	4	pcs.	Ink for Epson, Magenta T664, 70ml.	Php 400.00	Php _____	Php _____

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RFQ No. 2020-02-139

Procurement of Various Office Supplies

ITEM	QTY.	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL PRICE
Office: Manila Traffic and Parking Bureau				PR No. 281		
Charge to: Office Supplies Expenses				OBR No. 100-2001-00503		
ABC: Php100,000.00						
29	2	boxes	Sign Pen, Black, Liquid gel, 0.5mm	Php 126.00	Php _____	Php _____
30	1	pc.	Stamp Pad, felt pad, min. 60 mm x 100 mm, #2	Php 67.20	Php _____	Php _____
31	2	pcs.	Stamp Pad Ink, black, 50ml.	Php 75.60	Php _____	Php _____
32	50	boxes	Staple Wire, heavy duty, #35	Php 67.20	Php _____	Php _____
33	3	rolls	Masking Tape, 1", 50m	Php 31.50	Php _____	Php _____
34	2	rolls	Tape Transparent, 24mm x 50m, length/roll	Php 43.10	Php _____	Php _____
35	2	pcs.	High Lighters, Assorted Colors	Php 66.10	Php _____	Php _____
36	2	pcs.	Stapler, Standard type, 200 staples min. with remover high quality	Php 510.75	Php _____	Php _____
Total					Php _____	

Office: Department of Public Services
Charge to: Office Supplies Expenses
ABC: Php95,340.00

PR No. 273
OBR No. 100-2001-00428

1	16	pcs.	Ballpen, ordinary, black	Php 30.00	Php _____	Php _____
2	6	pcs.	Signpen, liquid gel, 0.5mm, black	Php 130.00	Php _____	Php _____
3	3	pcs.	Correction tape, 5mm x 10m	Php 80.00	Php _____	Php _____
4	12	reams	Paper Copy, A4 500's, 70 gsm	Php 388.00	Php _____	Php _____
5	10	reams	Paper copy, long, 500's, 8.5 x 13	Php 460.00	Php _____	Php _____
6	2	reams	Computer Continuous Form, 11 x 14 x 7/8, 3ply, carbonized	Php 1,725.00	Php _____	Php _____
7	2	reams	Computer Continuous Form, 11 x 14 x 7/8, 1 ply	Php 2,032.00	Php _____	Php _____

8	2	reams	Computer Continuous Form, 11 x 9 x 1/2, 3 ply, carbonized	Php	1,050.00	Php	_____	Php	_____
9	2	reams	Computer Continuous Form, 11 x 9 x 1/2, 1 ply	Php	1,318.00	Php	_____	Php	_____
10	1	box	Envelope, Documentary legal size, brown, 150 gsm	Php	1,083.00	Php	_____	Php	_____
11	2	boxes	Envelope, pay, 8 1/2, 500pcs/box	Php	250.00	Php	_____	Php	_____
12	3	boxes	Fastener, paper, metal, 50's box, 7cm	Php	140.00	Php	_____	Php	_____
13	2	boxes	Ink, HP 704, black	Php	570.00	Php	_____	Php	_____
14	1	box	Toner, CLT-K506s, black	Php	10,512.00	Php	_____	Php	_____
15	1	box	Toner, CLT-K506s, yellow	Php	9,432.00	Php	_____	Php	_____
16	1	box	Toner, CLT-K506s, magenta	Php	9,432.00	Php	_____	Php	_____
17	1	box	Toner, CLT-K506s, cyan	Php	9,432.00	Php	_____	Php	_____
18	1	box	Index Card, 5" x 8", ruled both sides, 100's/pack	Php	74.00	Php	_____	Php	_____
19	3	pcs.	Stamp pad, felt pad, 60mm x 100mm, #2	Php	90.00	Php	_____	Php	_____
20	3	bottles	Stamp pad, ink, violet. 50ml.	Php	85.00	Php	_____	Php	_____
21	3	pcs.	Notepad, 3 x 3, 100 sheets/pad, 72 gsm, assorted w/ adhesive	Php	76.00	Php	_____	Php	_____
22	3	pcs.	USB Flashdrive, 32GB, high quality	Php	1,493.00	Php	_____	Php	_____
23	2	pcs.	Page Marker sign HERE, set	Php	101.00	Php	_____	Php	_____
24	1	pc.	Toner MP2501, copyprinter ink, 230g	Php	3,500.00	Php	_____	Php	_____
25	1	pc.	Copy Printer Ink, DX 2430, 500ml	Php	1,350.00	Php	_____	Php	_____
26	1	roll	Roll Master for DX 2430	Php	3,185.00	Php	_____	Php	_____
27	3	pcs.	Ribbon cartridge FX2190, 32.0m/104.9ft	Php	1,260.00	Php	_____	Php	_____
28	3	pcs.	Ribbon cartridge LQ2190, 60.0m/196.8ft	Php	1,500.00	Php	_____	Php	_____
29	10	pcs.	Record book, 500 pages, 214mm x 278mm	Php	200.00	Php	_____	Php	_____
30	10	pcs.	CD Rewritable, speed 700mb, 52x speed	Php	80.00	Php	_____	Php	_____
31	5	pcs.	Black, 70ml., T6641	Php	700.00	Php	_____	Php	_____
32	3	bottles	Permanent marker	Php	54.00	Php	_____	Php	_____
33	5	pcs.	Staple, Full strip 5000pcs/box No.35-5m	Php	68.00	Php	_____	Php	_____
34	10	pcs.	Paper clip, Vinyl coated, small, multicolor, 30mm/100pcs	Php	42.00	Php	_____	Php	_____
35	6	pcs.	Marker, Fluorescent, set of 3 colors	Php	181.00	Php	_____	Php	_____
36	3	pcs.	Packaging tape, 48mm, 50 meters	Php	84.00	Php	_____	Php	_____

Total Php _____

Office: Market Administration Office PR No. 274
Charge to: Office Supplies Expenses OBR No. 100-2001-00476
ABC: Php328,973.70

1	40	pcs.	Ballpen, black	Php	9.39	Php	_____	Php	_____
2	2	pcs.	Calculator 12 digits cap.	Php	437.85	Php	_____	Php	_____
3	1	box	Continuous Form 3ply 11 x 14 7/8	Php	1,724.10	Php	_____	Php	_____
4	1	box	Continuous Form 3ply 11 x 9 1/2	Php	1,050.00	Php	_____	Php	_____
5	1	pc.	Correction Pen	Php	120.05	Php	_____	Php	_____
6	50	pcs.	Correction Tape	Php	32.55	Php	_____	Php	_____

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RFQ No. 2020-02-139

Procurement of Various Office Supplies

ITEM	QTY.	UNIT		CEILING PRICE	UNIT PRICE	TOTAL
Office: Market Administration Office PR No. 274						
Charge to: Office Supplies Expenses OBR No. 100-2001-00476						
ABC: Php328,973.70						
7	1	box	Envelope, brown long, 500 pcs./box	Php	1,083.60	Php _____
8	2	packs	Envelope, kraft w/ string & eyelet, legal size 100's/box	Php	1,254.75	Php _____
9	6	boxes	Fastener Paper, plastic, metal 50's/box	Php	50.40	Php _____
10	4	packs	Folder, file, tagboard, long 100pcs/pack	Php	833.70	Php _____
11	6	pcs.	Marker, Highlighter, assorted colors 3 sets	Php	126.00	Php _____
12	20	pcs.	Marker permanent, black	Php	68.25	Php _____
13	40	reams	Paper, bond, 8.5 x 13 long, 500pcs/ream	Php	260.00	Php _____
14	30	reams	Paper, bond, A4, 500pcs/ream	Php	260.00	Php _____
15	30	pads	Paper ruled pad yellow	Php	50.40	Php _____
16	16	pcs.	Ribbon for Epson LQ 2190, RN# SO15086	Php	800.00	Php _____
17	30	pcs.	Ribbon for Epson LQ 310 printer	Php	250.00	Php _____
18	2	pads	Scissors 9 length	Php	126.00	Php _____
19	12	pcs.	Sharpener	Php	336.00	Php _____
20	10	pcs.	Stamp Pad, felt pad, 70mm x 100mm	Php	67.20	Php _____
21	26	boxes	Staple Wire #35 1000pcs./box	Php	67.20	Php _____
22	16	pcs.	Stapler, #35, heavy duty w/ staple remover	Php	84.00	Php _____
23	16	rolls	Tape Masking, 1", 50m/roll	Php	80.00	Php _____
24	25	rolls	Tape transparent, 1", 24mm x 50m/roll	Php	42.00	Php _____
25	5	pcs.	USB Flash Drive 32GB	Php	1,492.05	Php _____
26	4,000	pcs.	Twist Seal w/ sticker	Php	64.00	Php _____
Total						Php _____

Office: Local Board of Assessment Appeals PR No. 292
Charge to: Office Supplies Expenses OBR No. 100-2001-00525
ABC: Php20,000.00

1	20	pcs.	Ballpen, black	Php	13.65	Php _____
2	20	pcs.	Ballpen, blue	Php	13.65	Php _____
3	1	pack	Envelope, brown, long	Php	250.95	Php _____
4	1	pc.	Calculator, desktop, 12 digits	Php	450.00	Php _____
5	3	boxes	Clip, paper, small, vinyl coated 100's	Php	47.25	Php _____
6	25	pcs.	Compact Disk, rewritable (CD-RW)	Php	84.00	Php _____
7	3	pcs.	Correction Pen, (roller type)	Php	150.00	Php _____
8	2	boxes	Fastener, plastic, 70mm 50's	Php	58.00	Php _____
9	2	pcs.	Ink printer (Inkjet photo printer - PIXMA IP2770) #810, black	Php	1,233.75	Php _____
10	2	pcs.	Ink printer (Inkjet photo printer - PIXMA IP2770) #811, color	Php	1,583.40	Php _____
11	2	reams	Paper bond PG, 80gsm - Substance 24 216mmx279.4mm	Php	347.55	Php _____
12	3	reams	Paper bond PG, 80 gsm - Substance 24, A4, 8.267" x 11.692", 500's	Php	347.55	Php _____
13	4	reams	Paper bond PG, 80 gsm - Substance24, 216mm x 330mm (8.5" x 13") legal size	Php	392.70	Php _____
14	5	pcs.	Permanent marker, black	Php	68.25	Php _____
15	5	pcs.	Permanent marker, blue	Php	68.25	Php _____
16	2	books	Record book, 500 pages, 214mm x 278mm	Php	283.50	Php _____
17	2	pcs.	Scissors, symmetrical, blade length 9"	Php	126.00	Php _____
18	10	pcs.	Sign Pen, liquid gel, black, 0.5 needle tip, high quality	Php	126.00	Php _____
19	1	pc.	Sharpener, pencil, manual, single, cutterhead	Php	336.00	Php _____
20	1	pc.	Stapler, standard type, 200 staples min. with remover high quality	Php	509.25	Php _____
21	3	pcs.	Staple wire, heavy duty #35 box	Php	67.20	Php _____
22	5	rolls	Tape transparent width 24mm	Php	42.00	Php _____
23	2	pcs.	USB Flash Drive, 32 GB, high quality	Php	1,492.05	Php _____

Total Php _____

Office: Department of Assessment PR No. 290

1	20	reams	Bond Paper-short, 80 gsm	Php	400.00	Php _____	Php _____
2	20	reams	Bond Paper-long, 80 gsm	Php	400.00	Php _____	Php _____
3	10	boxes	Continuous Form, 1 ply	Php	800.00	Php _____	Php _____
4	6	boxes	Continuous Form, 280 x 241, payroll carbonless 3 ply	Php	1,200.00	Php _____	Php _____

RFQ No. 2020-02-139

Procurement of Various Office Supplies

ITEM	QTY.	UNIT		CEILING PRICE	UNIT PRICE	TOTAL
			Office: Department of Assessment	PR No. 290		
			Charge to: Office Supplies Expenses	OBR No. 100-2001-00510		
			ABC: Php239,000.00			
5	10	books	Record Book, 300pp	Php	200.00	Php _____
6	10	books	Record Book, 500pp	Php	250.00	Php _____
7	40	pcs.	DVD Rewritable	Php	80.00	Php _____
8	120	pcs.	Folder Short	Php	7.00	Php _____
9	120	pcs.	Folder Legal	Php	8.00	Php _____
10	20	pcs.	Columnar Notebook	Php	200.00	Php _____
11	2	pcs.	Triangle, 45, 60	Php	500.00	Php _____
12	600	pcs.	Ballpen	Php	30.00	Php _____
13	200	pcs.	Sign Pen	Php	100.00	Php _____
14	4	rolls	Magic Tape	Php	350.00	Php _____
15	4	pcs.	Mechanical Pencil	Php	350.00	Php _____
16	4	pcs.	Tape, Masking 1"	Php	80.00	Php _____
17	4	pcs.	Tape, Masking 1"	Php	80.00	Php _____
18	4	pcs.	Tape, Packaging	Php	80.00	Php _____
19	4	pcs.	Tape, transparent 1"	Php	80.00	Php _____
20	4	pcs.	Tape, transparent 2"	Php	80.00	Php _____
21	3	pcs.	Toner, Develop, copying machine	Php	5,000.00	Php _____
22	2	pcs.	Ink, Risograph	Php	3,000.00	Php _____
23	10	pcs.	UPS, 600 watts	Php	5,000.00	Php _____
24	2	pcs.	Ink for Epson	Php	800.00	Php _____
25	4	pcs.	Ink for Brother, 4's	Php	800.00	Php _____
26	2	pcs.	Ribbon for Amano Timer	Php	1,140.00	Php _____
27	1	set	Ink for HP 727, 130ml, 3's	Php	30,000.00	Php _____
28	1	ream	Plotter Paper, A3	Php	1,500.00	Php _____
29	10	bottles	Ink for Canon, 790	Php	1,000.00	Php _____
30	2	pcs.	Keyboard	Php	800.00	Php _____
31	10	pcs.	Ribbon Cartridge, LQ2190	Php	1,600.00	Php _____
32	10	pcs.	Ribbon LX 310	Php	1,000.00	Php _____

Total Php _____

x-x-x-x-x-x-x-x
 Per Lot Basis Total: Php783,313.70 Php _____

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

 Printed Name/Signature

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

 Date