

CITY GENERAL SERVICES OFFICE

REQUEST FOR PRICE QUOTATION (RFQ) NO. 2020-02-140  
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: Ospital ng Tondo				PR No. 197		
Charge to: Office Supplies Expenses				OBR No. 100-2001-00344		
ABC: Php107,790.00						
1	90	pcs.	Ballpoint Pen, fine point, black (good quality)	Php 14.00	Php _____	Php _____
2	10	pcs.	Ballpoint Pen, fine point, blue (good quality)	Php 14.00	Php _____	Php _____
3	10	pcs.	Ballpoint Pen, fine point, red (good quality)	Php 14.00	Php _____	Php _____
4	100	pcs.	DVD Rewritable, 4x speed, 4.7 GB capacity with case	Php 125.00	Php _____	Php _____
5	100	pcs.	CD Rewritable, with case	Php 70.00	Php _____	Php _____
6	20	bundle	Daily Time Record (DTR), 100pcs/bundle	Php 210.00	Php _____	Php _____
7	30	pcs.	Bathroom Soap, 90gms., high quality	Php 70.00	Php _____	Php _____
8	400	packs	Detergent Powder, all purpose 850 gms.	Php 177.00	Php _____	Php _____
9	10	pcs.	Rags, cotton, approximate 7" diameter, 32pcs/kg	Php 98.00	Php _____	Php _____
10	10	boxes	Clip paper, 48mm, 100's/box or 120 grams min.	Php 48.00	Php _____	Php _____
11	10	boxes	Clip paper, 32mm, 100's/box 52 grams min.	Php 21.00	Php _____	Php _____
12	10	jars	Glue, all purpose, w/ applicator, 130 grams min.	Php 84.00	Php _____	Php _____
13	14	pcs.	Stapler, standard type, 200 staples min. with remover high quality	Php 510.00	Php _____	Php _____
<b>Total</b>					Php _____	

Office: Justice Jose Abad Santos General Hospital  
Charge to: Office Supplies Expenses  
ABC: Php164,470.63

PR No. 210  
OBR No. 100-2001-00234

1	202	pcs.	Ballpen, black	Php 13.65	Php _____	Php _____
2	100	pcs.	Ballpen, blue	Php 13.65	Php _____	Php _____
3	60	pcs.	Ballpen, red	Php 13.65	Php _____	Php _____
4	8	pcs.	Bathroom soap, 90 gms., high quality	Php 69.46	Php _____	Php _____
5	100	packs	Battery C, alkaline	Php 150.00	Php _____	Php _____
6	10	packs	Battery, AAA, rechargeable, 4 pcs/pack	Php 200.00	Php _____	Php _____
7	100	packs	Battery, dry cell, size AA, 2pcs/blister pack, high quality	Php 52.50	Php _____	Php _____
8	101	packs	Battery, dry cell, size AAA, 2pcs/blister pack, high quality	Php 77.70	Php _____	Php _____

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RFQ No. 2020-02-140

Procurement of Various Office Supplies

ITEM	QTY.	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL PRICE
Office: Justice Jose Abad Santos General Hospital				PR No. 210		
Charge to: Office Supplies Expenses				OBR No. 100-2001-00234		
ABC: Php164,470.63						
9	50	box	Carbon Film, polyethylene, 216mm x 330mm, 100's long	Php 594.30	Php _____	Php _____
10	2	pcs.	Columnar Book No. 552, 43 lines to a page, DPF 36 million" col 13 x 15-1/4, 300 pages 1 bk/pack	Php 681.00	Php _____	Php _____
11	4	pcs.	Compact Charger for AAA/AA/9volts	Php 1,050.00	Php _____	Php _____
12	18	bottles	Continuous Ink Printer, black, 1 liter	Php 650.00	Php _____	Php _____
13	14	bottles	Continuous Ink Printer, cyan, 1 liter	Php 650.00	Php _____	Php _____
14	14	bottles	Continuous Ink Printer, magenta, 1 liter	Php 650.00	Php _____	Php _____
15	14	bottles	Continuous Ink Printer, yellow, 1 liter	Php 650.00	Php _____	Php _____
16	49	pcs.	Correction Tape, 1 pc in individual plastic	Php 32.55	Php _____	Php _____
17	160	pcs.	DVD, rewritable, 4x speed, 4.7GB capacity with case	Php 84.00	Php _____	Php _____
18	14	box	Laminating Film, Long 125 micron, 100's	Php 1,200.00	Php _____	Php _____
19	110	packs	Paper, Photo (matte) A4, 146gms 20's	Php 126.00	Php _____	Php _____
20	60	packs	Photo Paper, A4 20's high gloss - LCT	Php 126.00	Php _____	Php _____
21	16	pcs.	Staple remover, plier type (SRM-303), high quality	Php 84.00	Php _____	Php _____
<b>Total</b>					Php _____	

Office: Manila Health Department  
Charge to: Office Supplies Expenses  
ABC: Php699,499.50

PR No. 178  
OBR No. 100-2001-00319

1	300	reams	paper Mimeo, whitewove, long	Php 299.25	Php _____	Php _____
2	150	reams	paper Mimeo, whitewove, short	Php 249.90	Php _____	Php _____

3	400	reams	Paper Copy, 8.5 x 13, 80gsm, long	Php	392.70	Php	_____	Php	_____
4	308	reams	Paper Copy, 8.5 x 11, 80gsm, short	Php	347.55	Php	_____	Php	_____
5	2	reams	Paper Bond, A3	Php	700.00	Php	_____	Php	_____
6	30	box	Computer Continuous Form, 3ply, 11 x 9 1/2, cabonless	Php	1,050.00	Php	_____	Php	_____
7	18	box	Computer Continuous Form, 3ply, 11 x 14 7/8, cabonless	Php	1,724.10	Php	_____	Php	_____
8	35	packs	Folder, file tagboard, long 100 pcs/pack	Php	833.70	Php	_____	Php	_____
9	8	packs	Folder, file tagboard, short 100 pcs/pack	Php	666.70	Php	_____	Php	_____
10	1	box	Envelope, mailing, white, long	Php	317.10	Php	_____	Php	_____
11	8	box	Envelope, document, brown, long, 10" x 15", 500pcs/box	Php	1,083.60	Php	_____	Php	_____
12	2	box	Envelope, pay, 4" x 7 1/2, brown	Php	175.00	Php	_____	Php	_____
13	10	jar	Paste, solid w/ waterwell & applicator, 200gms	Php	52.00	Php	_____	Php	_____
14	35	bottles	Glue, multi purpose, 130 gms	Php	84.00	Php	_____	Php	_____
15	100	pcs.	Record book, 500 pages	Php	117.60	Php	_____	Php	_____
16	40	pcs.	Record book, 300 pages	Php	99.75	Php	_____	Php	_____
17	20	pcs.	Correction tape	Php	32.55	Php	_____	Php	_____
18	40	bottles	Correction fluid, water base, 15ml	Php	42.00	Php	_____	Php	_____
19	60	box	Fastener paper, metal, 50's/box	Php	68.25	Php	_____	Php	_____
20	20	pcs.	File Organizer	Php	150.15	Php	_____	Php	_____
21	40	boxes	Paper clip, plastic coated, small	Php	21.00	Php	_____	Php	_____
22	80	boxes	Paper clip, plastic coated, big	Php	47.25	Php	_____	Php	_____
23	5	boxes	Clip, backfold, 2", 50mm	Php	117.60	Php	_____	Php	_____
24	8	boxes	Clip, backfold, 1", 4 box/pack	Php	58.80	Php	_____	Php	_____
25	40	rolls	Tape, transparent, 1", 24mm x 50 meters thick	Php	58.80	Php	_____	Php	_____
26	20	rolls	Tape, Masking, 1", 50m thick	Php	80.00	Php	_____	Php	_____
27	4	rolls	Tape, double adhesive	Php	31.50	Php	_____	Php	_____
28	7	rolls	Tape, packaging, 2"m 50m thick	Php	117.60	Php	_____	Php	_____
29	80	boxes	Staple wire #35	Php	90.00	Php	_____	Php	_____
30	408	pcs.	Ballpen, black	Php	13.75	Php	_____	Php	_____
31	100	pcs.	Ballpen, red	Php	13.75	Php	_____	Php	_____
32	50	pcs.	Sign pen, black, 0.5mm	Php	126.00	Php	_____	Php	_____
33	15	box	Pencil, 12 pcs/box, #2	Php	150.15	Php	_____	Php	_____
34	5	pcs.	Tape Dispenser	Php	183.75	Php	_____	Php	_____
35	10	pcs.	Stapler, heavy duty	Php	509.25	Php	_____	Php	_____
36	20	pcs.	Ruler, plastic, 12"	Php	25.20	Php	_____	Php	_____
37	15	pcs.	Scissors, 9"	Php	126.00	Php	_____	Php	_____
38	25	pcs.	Marking Pen for whiteboard, black	Php	92.40	Php	_____	Php	_____
39	32	pcs.	Permanent Marker, black	Php	68.25	Php	_____	Php	_____
40	20	pcs.	Permanent Marker, red	Php	68.25	Php	_____	Php	_____
41	40	pcs.	Printer ribbon for Epson LX-310	Php	310.00	Php	_____	Php	_____
42	10	pcs.	Ribbon, cartridge Epson LQ-310	Php	310.00	Php	_____	Php	_____
43	30	pcs.	Ribbon for printer FX 2175, FX 2190	Php	450.00	Php	_____	Php	_____
44	2	pcs.	Ribbon for manual typewriter, nylon, black	Php	50.00	Php	_____	Php	_____

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RFQ No. 2020-02-140

Procurement of Various Office Supplies

ITEM	QTY.	UNIT		CEILING PRICE	UNIT PRICE	TOTAL PRICE
			Office: Manila Health Department	PR No. 178		
			Charge to: Office Supplies Expenses	OBR No. 100-2001-00319		
			ABC: Php699,499.50			
45	20	bottles	Ink for printer Epson 664, black	Php	472.00	Php _____
46	10	sets	Ink for printer Epson 664, colored	Php	1,385.00	Php _____
47	2	carts	Ink for HP 678	Php	642.60	Php _____
48	1	cart	Ink for HP 685 Tricolor	Php	642.60	Php _____
49	20	pcs.	Calculator, 12 digits	Php	437.85	Php _____
50	5	sets	Marker, fluorescent, 3 colors/set	Php	126.00	Php _____
51	3	bottles	Ink for printer Brother DCP-T300W, black	Php	500.00	Php _____
52	2	sets	Ink for printer Brother DCP-T300W, colored	Php	1,385.00	Php _____
53	2	bottles	Ink for printer Brother LC539XI-black	Php	790.00	Php _____
54	1	set	Ink for printer Brother LC539XI-colored	Php	2,370.00	Php _____
55	5	pcs.	Ink for printer Canon GI 790 - black	Php	485.00	Php _____
56	2	sets	Ink for printer Canon GI 790 - colored	Php	1,455.00	Php _____
57	2	rolls	Roll Master for Duplicating Machine	Php	4,950.00	Php _____
58	10	pcs.	Ink RD Black 500 mV cartridge	Php	1,350.00	Php _____
59	200	pcs.	CD-R blank	Php	55.00	Php _____
60	2	packs	Index card, 5" x 8", 100/pack	Php	73.50	Php _____
61	5	pcs.	Puncher, paper, heavy duty w/ 2 holeguide	Php	309.00	Php _____
62	5	packs	Gun tag labeler, 5 rolls per pack	Php	150.00	Php _____
63	2	box	Rubber Band #18, transparent, 445 gms	Php	308.70	Php _____
64	20	bottles	Ink for Stamp Pad with applicator	Php	75.60	Php _____
65	5	pcs.	Stape remover, plier type	Php	84.00	Php _____
66	5	pcs.	Flash drive, 32 GB	Php	1,492.00	Php _____
<b>Total</b>						Php _____

Office: Youth Development and Welfare Bureau

PR No. 250

Charge to: Office Supplies Expenses

OBR No. 100-2001-00452

ABC: Php25,669.00

1	1	box	Ballpen, 50's/box	Php	375.90	Php _____
2	1	pack	Battery, dry cell, size AA, 2pcs per blister pack, high quality	Php	52.50	Php _____
3	1	pack	Battery, dry cell, size AAA, 2pcs per blister pack, high quality	Php	77.70	Php _____
4	10	packs	Cartolina, assorted colors	Php	13.65	Php _____
5	3	boxes	Clip, backfold, 1" 32mm, pack	Php	58.80	Php _____
6	3	boxes	Clip, backfold, 2" 50mm, pack	Php	117.60	Php _____
7	3	boxes	Clip, paper, 32mm, 100's/box or 52 grams min.	Php	21.00	Php _____
8	1	box	Computer Continuous Form, carbonless, 3ply, 11" x 14 7/8, 500 sets/box, 280mm x 378mm, 55-50-55 gsm	Php	1,725.00	Php _____
9	10	pcs.	Correction Tape, 1 pcin individual plastic	Php	33.00	Php _____
10	5	pcs.	Correction Pen, fluid	Php	50.00	Php _____
11	3	pcs.	Cutter knife	Php	142.00	Php _____
12	2	rolls	Double Adhesive, 1 x 50	Php	31.50	Php _____
13	20	pcs.	DVD Rewritable, 4x speed, 4.7 GB, capacity with case	Php	84.00	Php _____
14	1	pack	Envelope, documentary, A4, 500's/box, 150gsm	Php	802.00	Php _____
15	1	pack	Envelope, legal size, A4, 500's/box, 150gsm	Php	1,083.60	Php _____
16	1	box	Folder, pressboard, plain, (250mm x 370mm) legal 180gsm, 100's box	Php	2,415.00	Php _____
17	1	pack	Folder, tagboard, A4 size, (240mm x 320mm) smooth finished and non-blot on both sidesm 100's/pack, 250 gsm	Php	680.00	Php _____
18	1	pack	Folder, tagboard, legal size, (240mm x 365mm) smooth finished and non-blot on both sidesm 100's/pack, 250 gsm	Php	835.00	Php _____
19	1	jar	Glue, all multi purpose, 130g, non-toxic	Php	84.00	Php _____
20	1	pack	Index Card, 5 x 8" ruled both sides, 3 x 8", 100's/pack (127mm x 203mm)	Php	58.80	Php _____
21	2	bottles	Ink, refill for Epson L110, L220, L230,L360	Php	472.50	Php _____
22	2	pcs.	Marker, fluorescent, 3 colors/set-fiber	Php	126.00	Php _____

23	2	pcs.	Marker, permanent, black, bullet type	Php	68.25	Php _____	Php _____
24	2	pcs.	Marker, permanent, blue, bullet type	Php	68.25	Php _____	Php _____
25	2	pcs.	Marker, permanent, red, bullet type	Php	68.25	Php _____	Php _____
26	2	pcs.	Marking Pen, whiteboard, black	Php	92.40	Php _____	Php _____
27	2	pcs.	Marking Pen, whiteboard, blue	Php	92.40	Php _____	Php _____

RFQ No. 2020-02-140  
Procurement of Various Office Supplies

ITEM	QTY.	UNIT		CEILING PRICE	UNIT PRICE	TOTAL PRICE
Office: Youth Development and Welfare Bureau				PR No. 250		
Charge to: Office Supplies Expenses				OBR No. 100-2001-00452		
ABC: Php25,669.00						
28	2	pcs.	Marking Pen, whiteboard, red	Php	92.40	Php _____
29	6	pcs.	Notebook, stenographer, 40 leaves, ruled both sides assorted colors with adhesive	Php	21.00	Php _____
30	3	pads	Notepad, (3" x 4"), 100 sheets/pad, 72 gsm assorted colors with adhesive	Php	105.00	Php _____
31	4	boxes	Paper Fastener, metal, 70mm, 50 sets/box	Php	68.25	Php _____
32	5	reams	Paper, copy, (216mm x 33mm, legal), 80 gsm, high quality	Php	392.70	Php _____
33	6	reams	Paper, copy, (21mm x 297mm, A4), 70 gsm, high quality	Php	347.55	Php _____
34	3	pads	Paper, pad ruled, 216mm x 330mm, 90 sheets/pad, 55 gsm	Php	50.40	Php _____
35	2	boxes	Pencil, lead w/ eraser, (1) dozen per box #2, good quality	Php	150.15	Php _____
36	1	pack	Photo paper, A4, 20's, HighGloss-LCT	Php	126.00	Php _____
37	1	pc.	Puncher, paper, heavy duty, with two-hole guide 1 piece in individual box	Php	308.70	Php _____
38	1	pc.	Record Book, 300 pages, 214mm x 278mm min., high quality	Php	252.00	Php _____
39	1	pc.	Record Book, 500 pages, 214mm x 278mm min., high quality	Php	284.00	Php _____
40	6	pcs.	Sign Pen, liquid gel ink, 0.5mm, needle tip, high quality	Php	126.30	Php _____
41	1	pc.	Stamp Pad, Ink, violet, 50ml	Php	75.60	Php _____
42	1	pc.	Stamp Pad, felt Pad, min. 60mm x 100mm, #2	Php	67.20	Php _____
43	3	pcs.	Staple Wire, heavy duty, #35	Php	67.20	Php _____
44	1	pc.	Stapler, standard type, 200 staples min. with remover, high qty.	Php	510.00	Php _____
45	1	roll	Tape, duct, 48mm x 10m	Php	84.00	Php _____
46	1	roll	Tape, masking, 1 inch	Php	32.00	Php _____
47	1	roll	Tape, masking, 12 inch	Php	117.60	Php _____
48	1	roll	Tape, packaging, 48mm 50 meters length	Php	84.00	Php _____
49	1	roll	Tape, transparent, 24mm, 50 meters	Php	42.00	Php _____
50	1	roll	Tape, transparent, 48mm, 50 meters	Php	58.80	Php _____
51	1	pc.	Flashdrive, USB, 16GB, high quality	Php	920.00	Php _____
52	1	pc.	Flashdrive, USB, 32GB, high quality	Php	1,496.00	Php _____
53	1	pc	Whiteboard, 2 x 3	Php	912.00	Php _____
54	1	box	Laminating Pouch Film, A4125 micros n 229 x 292mm,100 pcs.	Php	297.30	Php _____
<b>Total</b>						Php _____
x-x-x-x-x-x-x-x						
Per Lot Basis Total: Php997,429.13						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