

CITY GENERAL SERVICES OFFICE

REQUEST FOR PRICE QUOTATION (RFQ) NO. 2020-03-193

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 Barangay Bureau				PR No. 435		
Charge to: Office Supplies Expenses				OBR No. 100-2003-01709		
ABC: Php194,459.00						
1	1	unit	Calculator, 12 digits cap, compact, electronic, 1 unit/box	Php 437.85	Php _____	Php _____
2	1	pack	Cartolina, assorted colors	Php 13.65	Php _____	Php _____
3	6	boxes	Clip, backfold, 2" (50mm), pack	Php 117.60	Php _____	Php _____
4	6	boxes	Clip, paper, 48mm, 100s/box or 120 grams min.	Php 47.25	Php _____	Php _____
5	2	boxes	Computer Continuous Forms, carbonless, 3ply, 11"x91/2", 500 sets/box (280mmx241mm) 55-50-55gsm	Php 1,050.00	Php _____	Php _____
6	4	boxes	Computer Continuous Forms, carbonless, 3ply, 11"x14-7/8", 500 sets/box (280mmx241mm) 55-50-55gsm	Php 1,724.10	Php _____	Php _____
7	6	pcs.	Correction Tape, 1pc in individual plastic	Php 32.55	Php _____	Php _____
8	2	pcs.	Data File Box, (125mmx230mmx400mm) min. made of chipboard, with closed ends	Php 117.60	Php _____	Php _____
9	20	pcs.	DVD Re-writable 4x speed, 4.7GB capacity with case	Php 84.00	Php _____	Php _____
10	1	pc.	Drum for Xerox Machine, B0399510	Php 8,000.00	Php _____	Php _____
11	1	pc.	Drum Unit, PR - 2125	Php 5,330.00	Php _____	Php _____
12	8	pcs.	EDP Binder for 11"x14-7/8" CCF, side binding, plastic, spring rod type, for 11"x14-7/8" computer form	Php 50.00	Php _____	Php _____
13	1	box	Envelope, documentary A4, 500s/box, 150gsm	Php 800.10	Php _____	Php _____
14	1	box	Envelope, mailing white 500s/box, 70gsm, long	Php 317.10	Php _____	Php _____
15	1	box	Envelope, documentary legal size, 500s/box, 150gsm	Php 1,083.60	Php _____	Php _____
16	1	box	Envelope, expanding, kraftboard, with string and, eyelet, legal size 100s/box	Php 1,254.75	Php _____	Php _____
17	1	box	Envelope pay, 4"x7-1/2", 500pcs/box	Php 300.00	Php _____	Php _____
18	12	pcs.	Folder, expanding long, (green)	Php 24.15	Php _____	Php _____
19	1	box	Folder, pressboard plain, (250mm x 370mm), legal, 180gsm, 100s/box	Php 2,415.00	Php _____	Php _____
20	2	pcs.	Glue, all purpose, 130 grams min	Php 84.00	Php _____	Php _____
21	1	pc.	Illustration Board, double face, 762mm x 1,016mm (30' x 40'), 2 ply	Php 50.00	Php _____	Php _____
22	1	pack	Index Card, 5"x 9", ruled both sides, 100s/pack (127mmx203mm)	Php 42.00	Php _____	Php _____

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Procurement of Various Office Supplies
RFQ No. 2020-03-193

ITEM	QTY.	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL PRICE
Office: Manila Barangay Bureau				PR No. 435		
Charge to: Office Supplies Expenses				OBR No. 100-2003-01709		
ABC: Php194,459.00						
23	2	pcs.	Index Card Box, 5-3/8" x 8-7/8" x 6"	Php 105.00	Php _____	Php _____
24	30	carts	Ink Cartridge, for HP #680, Black	Php 700.00	Php _____	Php _____
25	12	carts	Ink Cartridge, for HP #680, colored	Php 700.00	Php _____	Php _____
26	10	pcs.	Ink for copy printer, black CP17 for DD3344	Php 2,000.00	Php _____	Php _____
27	3	sets	Marker, fluorescent, 3 colors/set-faber	Php 126.00	Php _____	Php _____
28	6	pcs.	Marker, permanent, black, bullet type	Php 68.25	Php _____	Php _____
29	2	pcs.	Marking Pen, whiteboard, black	Php 92.40	Php _____	Php _____
30	2	pcs.	Master roll for DD3344	Php 7,000.00	Php _____	Php _____
31	2	pcs.	Master roll, CPMT15 for DX 2430	Php 7,000.00	Php _____	Php _____
32	1	pc.	Mouse for Computer, optical usb	Php 350.00	Php _____	Php _____
33	1	pc.	Notebook, stenographer's 40 leaves, ruled both sides	Php 42.00	Php _____	Php _____
34	4	pads	Note Pad, (3"x3"), 100 sheets/pad, 72 gsm min.asstd. Colors with adhesive	Php 75.60	Php _____	Php _____
35	30	reams	Paper, mimeograph, Whitewove, 210mm x 297mm, (A4, 70 gsm, 480 sheets/ream)	Php 249.90	Php _____	Php _____
36	30	reams	Paper, mimeograph, Whitewove, 216mm x 330mm, 70 gsm, 480 sheets/ream	Php 299.25	Php _____	Php _____
37	4	boxes	Paper fastener, metal, 70mm, 50 sets/box	Php 68.25	Php _____	Php _____
38	10	reams	Paper copy (210mm x 297mm A4), 80gsm-high quality	Php 347.55	Php _____	Php _____
39	36	reams	Paper, copy (216mm x 330mm legal), 80 gsm high quality	Php 392.70	Php _____	Php _____
40	1	pad	Paper, pad, ruled, 216mm x 330mm, 90 sheets/pad, 55 gsm	Php 50.40	Php _____	Php _____
41	1	boxes	Pencil, lead, w/eraser, (1) dozen per box #2, good quality	Php 150.15	Php _____	Php _____
42	1	pc.	Puncher, paper, heavy duty, with two-hole guide	Php 308.70	Php _____	Php _____
43	1	book	Record Book, 300 pages, 214mmx278mm min. high quality	Php 252.00	Php _____	Php _____

44	4	books	Record Book, 500 pages, 214mmx278mm min.high quality	Php	283.50	Php	_____	Php	_____
45	8	pcs.	Ribbon for FX2175, 32 meters/pc	Php	620.00	Php	_____	Php	_____
46	2	pcs.	Ribbon for LX310 printer 18meters/pc	Php	72.00	Php	_____	Php	_____
47	1	pc.	Ribbon, for typewriter, nylon	Php	30.00	Php	_____	Php	_____
48	1	box	Rubber Band (#18) 70mm, min. lay flat length	Php	308.70	Php	_____	Php	_____
49	13	pcs.	Sign pen, liquid gel ink, black, 0.5mm needle tip, high quality	Php	126.00	Php	_____	Php	_____
50	1	pc.	Stamp pad, felt pad, min.60mmx100mm, #2	Php	67.20	Php	_____	Php	_____
51	3	pcs.	Stamp pad ink, violet, 50ml	Php	75.60	Php	_____	Php	_____
52	4	boxes	Staple wire, heavy duty, #35	Php	67.20	Php	_____	Php	_____
53	1	box	Staple wire, heavy duty, size 23/10, 1,000 pcs/box	Php	100.00	Php	_____	Php	_____
54	1	pc.	Stapler, standard type, 200 staples min.w/remover high quality	Php	509.25	Php	_____	Php	_____
55	2	pcs.	Tape, masking 1 inch	Php	80.00	Php	_____	Php	_____
56	2	pcs.	Tape, transparent, 24mm, 50 meters	Php	42.00	Php	_____	Php	_____
57	1	pc.	Tape, packaging, 48mm, 50 meters length	Php	84.00	Php	_____	Php	_____
58	1	pc.	Toner, TN2130, for Brother Xerox Machine Model DCP - 7040	Php	2,000.00	Php	_____	Php	_____
59	3	pcs.	Toner for Xerox Machine, Code No. 842012,Black MP 2001L	Php	5,000.00	Php	_____	Php	_____
60	2	pcs.	Toner for Xerox Machine MP2501, black	Php	4,212.05	Php	_____	Php	_____
61	1	pc.	Toner for Ecosys M3145n, M3645dn	Php	9,424.15	Php	_____	Php	_____
62	5	liters	Dye-based ink for printer, color; black, 1L (Universal)	Php	500.00	Php	_____	Php	_____
			x-x-x-x-x-x-x-x						
			Per Lot Basis Total.....			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