

CITY GENERAL SERVICES OFFICE

REQUEST FOR PRICE QUOTATION (RFQ) NO. 2020-05-262
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: City General Services Office				PR No. 512		
Charge to: Office Supplies Expenses				OBR No. 100-2004-02997		
ABC: Php269,998.80						
1	3	pcs.	Calculator 12 digit (TWIN POWER BIG)	Php 450.00	Php _____	Php _____
2	3	pcs.	Ink for Deskjet Black (HP 60)	Php 1,188.00	Php _____	Php _____
3	2	pcs.	Ribbon for Dot Matrix FX 2190/2175	Php 820.00	Php _____	Php _____
4	3	pcs.	Ribbon for Dot Matrix LX310	Php 620.00	Php _____	Php _____
5	3	pcs.	Ribbon for Dot Matrix LX300 II/LX300	Php 400.00	Php _____	Php _____
6	1	pc.	MLT-D104S/SEE	Php 6,000.00	Php _____	Php _____
7	2	pcs.	Ink for Deskjet, 678 color	Php 600.00	Php _____	Php _____
8	2	pcs.	Ink for Deskjet, 678 black	Php 745.60	Php _____	Php _____
9	1	pc.	Laser jet 2035 HP Ink	Php 5,200.00	Php _____	Php _____
10	3	pcs.	Ink HP 680 Black	Php 1,013.60	Php _____	Php _____
11	3	pcs.	Ink HP 680 Colored	Php 1,013.60	Php _____	Php _____
12	4	pcs.	USB 32GB	Php 1,500.00	Php _____	Php _____
13	74	pcs.	Record Book 300 pages	Php 100.00	Php _____	Php _____
14	75	pcs.	Record Book 500 pages	Php 120.00	Php _____	Php _____
15	180	reams	Copy Paper, S-20, 8.5 x 13, (500 pcs/ream)	Php 365.30	Php _____	Php _____
16	50	reams	Copy Paper, S-20, 8.5 x 11, (500 pcs/ream)	Php 216.00	Php _____	Php _____
17	5	pcs.	Glue-all, Multi Purpose Glue 130g	Php 80.80	Php _____	Php _____
18	3	pcs.	Stamp Pad #2 60mm x 100	Php 70.00	Php _____	Php _____
19	2	boxes	Green Folder (Long) Expanded 100/bx 2 bxs	Php 360.00	Php _____	Php _____
20	1	box	Folder White (Long) 100/box	Php 360.00	Php _____	Php _____
21	15	pcs.	Highlighter (Assorted Colors) Fluorescent/Flat	Php 65.00	Php _____	Php _____
22	25	pcs.	Liquid Gel Ballpen .5m Red/Green/Black	Php 51.20	Php _____	Php _____
23	10	pcs.	Sign Pen High Tech (Black/Blue)	Php 128.00	Php _____	Php _____
24	100	pcs.	Ballpen, Fine Point Black	Php 21.60	Php _____	Php _____
25	1	box	Marking Pen, Permanent (Black) Bullet Tip/ non-toxic medium pt 10pcs/box	Php 1,088.00	Php _____	Php _____
26	1	box	White Board Marker (Black) Bullet Tip/ non-toxic medium pt.	Php 736.00	Php _____	Php _____
27	10	pcs.	Scotch Tape, Transparent 24mm (1") 50m	Php 50.00	Php _____	Php _____

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Procurement of Various Office Supplies
RFQ No. 2020-05-262

ITEM	QTY.	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL PRICE
Office: City General Services Office				PR No. 512		
Charge to: Office Supplies Expenses				OBR No. 100-2004-02997		
ABC: Php269,998.80						
28	10	pcs.	Scotch Tape Transparent 48mm (2") 50m	Php 100.00	Php _____	Php _____
29	100	pcs.	CD (Compact Disc)	Php 24.00	Php _____	Php _____
30	25	pcs.	Correction Tape, 5mm x 10m	Php 33.00	Php _____	Php _____
31	1	pack	Bundy Cards 50 pcs/pack	Php 108.80	Php _____	Php _____
32	5	pcs.	Masking Tape (2") 50m	Php 56.80	Php _____	Php _____
33	6	pcs.	Packaging Tape (2") 50m	Php 54.00	Php _____	Php _____
34	2	boxes	Rubber Band (#18) approx 350 grams/box	Php 310.00	Php _____	Php _____
35	15	boxes	Staple Wire heavy duty #35	Php 70.00	Php _____	Php _____
36	5	pcs.	Data File Box (125mm x 400mm) made of chipboard,	Php 117.60	Php _____	Php _____
37	3	boxes	Paper Clip, Vinyl-Coated (Small) 100pcs/bx	Php 53.30	Php _____	Php _____
38	3	boxes	Paper Clip, Vinyl-Coated (Jumbo) 100pcs/bx	Php 90.60	Php _____	Php _____
39	50	boxes	Fastener (Metal Laminated) type 7cm 50sets/bx	Php 100.00	Php _____	Php _____
40	2	pcs.	Philippine Flag (Nylon) 10 x 20 meters	Php 4,500.00	Php _____	Php _____
41	1	pc.	PG-810 Fine Cartridge (9ml)	Php 1,500.00	Php _____	Php _____
42	2	pcs.	CL-811 Fine Cartridge (9ml)	Php 1,500.00	Php _____	Php _____
43	2	pcs.	Toner for NPG 28	Php 3,877.60	Php _____	Php _____
44	4	pcs.	Toner NPG Copier 32	Php 4,212.00	Php _____	Php _____
45	2	pcs.	Drum NPG Copier 28	Php 13,953.60	Php _____	Php _____
46	2	pcs.	Drum NPG Copier 32	Php 13,953.60	Php _____	Php _____
47	4	pcs.	Ink DC 14 for Copier	Php 1,188.00	Php _____	Php _____
48	2	pcs.	Master Roll 42 for Duplicating Machine	Php 4,514.40	Php _____	Php _____
49	4	boxes	Continuous Forms, carbonless, 3 pol 11" x 14" 7/8, 500 sets/bx, 280 mm x 241mm	Php 1,800.00	Php _____	Php _____
50	4	boxes	Continuous Forms, 11 x 9.5 carbonless	Php 1,050.00	Php _____	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