

CITY GENERAL SERVICES OFFICE

**REQUEST FOR PRICE QUOTATION (RFQ) NO. 2020-02-138**  
NP - Small Value Procurement

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. 206		
			Charge to: Other Supplies and Materials Expenses	OBR No. 100-2001-00353		
			ABC: Php451,638.00			
1	3	pcs.	Toner Cartridge for Samsung Printer Laser ML2241 (T108)	Php 3,240.00	Php _____	Php _____
2	39	pcs.	Ribbon for LX 310 Ribbon	Php 180.00	Php _____	Php _____
3	18	pcs.	Ribbon for LX 300 Ribbon	Php 168.00	Php _____	Php _____
4	9	pcs.	Printer Ribbon for Fujitsu CA02374-C104	Php 630.00	Php _____	Php _____
5	6	pcs.	Carbon Ribbon for Compact 5 DM	Php 660.00	Php _____	Php _____
6	9	pcs.	Toner Cartridge for HP Laser Jet 1102 (HP 85A)	Php 4,200.00	Php _____	Php _____
7	30	pcs.	Toner Cartridge for HP Laser jet PRO M102A (HP 17A)	Php 5,600.00	Php _____	Php _____
8	3	pcs.	Drum Toner for HP Laserjet PRO M102A (CF219A)	Php 5,400.00	Php _____	Php _____
9	6	pcs.	Black ink refill bottle GT51	Php 700.00	Php _____	Php _____
10	4	pcs.	Magenta ink refill bottle GT52	Php 560.00	Php _____	Php _____
11	4	pcs.	Cyan ink refill bottle GT52	Php 560.00	Php _____	Php _____
12	4	pcs.	Yellow ink refill bottle GT52	Php 560.00	Php _____	Php _____
13	3	pcs.	Canon Pixma IP2770 CL-811XL Tri Color	Php 1,000.00	Php _____	Php _____
14	6	pcs.	Canon Pixma IP2770 PG-810XL Black	Php 1,000.00	Php _____	Php _____
15	1	pcs.	Fuji Xerox Toner Cartridge (CS2320)	Php 4,500.00	Php _____	Php _____
16	18	pcs.	Toner Cartridge Gestetner MP2501L	Php 3,808.00	Php _____	Php _____
17	2	pcs.	Gestetner MP2501L Drum Toner set	Php 30,000.00	Php _____	Php _____
18	12	pcs.	Digital Ink Black (Riso/Duplicator Gestetner)	Php 1,540.00	Php _____	Php _____
19	3	roll	Master Roll (Riso/Duplicator Gestetner)	Php 4,200.00	Php _____	Php _____
20	12	pcs.	Digital Ink Black (Riso/Duplicator Akinto)	Php 1,000.00	Php _____	Php _____
21	1	roll	Master Roll (Riso/Duplicator Akinto)	Php 4,200.00	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