

CITY GENERAL SERVICES OFFICE

REQUEST FOR PRICE QUOTATION (RFQ) NO. 2020-05-286

NP - Small Value Procurement
July 10, 2020

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
- 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: Department of Public Services Charge to: Printing and Publication Expenses ABC: Php120,000.00				PR No. 640 OBR No. 100-2005-04430		
1	42	pads	Trip Tickets, carbonized, set of 5 pcs.	Php 850.00	Php _____	Php _____
2	4	reams	Letter Head, DPS, Short 500's/ream	Php 800.00	Php _____	Php _____
3	4	reams	Letter Head, DPS, Long 500's/ream	Php 850.00	Php _____	Php _____
4	4	pads	Form, Allotment and Obligation (OBR), Carbonized/ set of 5pcs, 50 sets/pad	Php 850.00	Php _____	Php _____
5	4	pads	Form, Disbursement Voucher, Carbonized/ set of 5pcs, 50 sets/pad	Php 850.00	Php _____	Php _____
6	4	pads	Form, Journal Entry Voucher (JEV), Carbonized/ set of 5pcs, 50 sets/pad	Php 850.00	Php _____	Php _____
7	300	pcs.	Leave Card, 8.5" x 14"	Php 50.00	Php _____	Php _____
8	300	pcs.	Salary Card, 8.5" x 14"	Php 50.00	Php _____	Php _____
9	299	pcs.	Stock Card, 8.5" x 14"	Php 50.00	Php _____	Php _____
10	3	pads	Form, Purchase Request (PR), carbonized set of 5pcs/pad	Php 850.00	Php _____	Php _____
11	1	lot	Tarpaulin, leaflets, posters, handouts & brochures for DPS IEC's & other related programs/project relative to Solid Waste Management	Php 20,000.00	Php _____	Php _____
Total						Php _____
Office: Manila City Library Charge to: Printing and Publication Expenses ABC: Php32,000.00				PR No. 611 OBR No. 100-2005-04365		
1	16	pcs.	Bookbinding board No. 20, 26 x 39 (CHIPBOARD)	Php 571.50	Php _____	Php _____
2	36	yards	Book cloth, green, red & blue, 60 x 45	Php 387.00	Php _____	Php _____
3	42	jars	Glue, all purpose, 130 grams min	Php 56.00	Php _____	Php _____

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RFQ No. 2020-05-286
Procurement of Various Printed Materials

ITEM	QTY.	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL PRICE
Office: Manila City Library Charge to: Printing and Publication Expenses ABC: Php32,000.00				PR No. 611 OBR No. 100-2005-04365		
4	164	pcs.	GSP board, sub. 20, white, 28 x 34 (LEDGER)	Php 11.50	Php _____	Php _____
5	44	yards	Paper cloth, thick, maroon & navy blue, 45 W	Php 106.50	Php _____	Php _____
Total						Php _____
x-x-x-x-x-x-x						
Per Lot Basis Total: Php152,000.00						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

