

CITY GENERAL SERVICES OFFICE

REQUEST FOR PRICE QUOTATION (RFQ) NO. 2020-07-435

Shopping
July 30, 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 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 Planning and Development Office	PR No. 860		
			Charge to: Office Supplies Expenses	OBR No. 100-2006-05286		
			ABC: Php400,000.00			
1	60	pcs.	Signpen 0.5 (red)	Php 126.00	Php _____	Php _____
2	60	pcs.	Signpen 0.5 (black)	Php 126.00	Php _____	Php _____
3	50	pcs.	Sign Pen 1.0 Uniball Gell Impact (black)	Php 170.05	Php _____	Php _____
4	25	reams	A4 Size Paper, 80gsm (multicopy)	Php 347.55	Php _____	Php _____
5	25	reams	Long size Paper, 80gsm (multicopy)	Php 392.70	Php _____	Php _____
6	10	rolls	Tape, transparent, 24mm, 50 meters	Php 42.00	Php _____	Php _____
7	10	boxes	Fastener	Php 50.40	Php _____	Php _____
8	12	packs	Pentel Pen (Green)	Php 68.25	Php _____	Php _____
9	2	reams	A3 Size Paper, 80gsm	Php 700.00	Php _____	Php _____
10	48	pcs.	Ballpen Gel (green)	Php 42.00	Php _____	Php _____
11	1	pack	Envelope documentary, legal size, 500s/box, 150	Php 250.97	Php _____	Php _____
12	3	boxes	Folder, pressboard, plain, (250mm x 370mm legal 180gsm 100's/box	Php 2,415.00	Php _____	Php _____
13	14	boxes	Staplewire 26/6 #35	Php 67.20	Php _____	Php _____
14	4	pcs.	Panasonic Fax Film (KX-FA57E	Php 1,868.19	Php _____	Php _____
15	60	pcs.	DVD RE-WRITABLE, 4x speed, 4.7GB capacity with	Php 84.00	Php _____	Php _____
16	24	pcs.	HP 955XL (black)	Php 3,624.07	Php _____	Php _____
17	24	pcs.	HP 955XL (cyan)	Php 2,676.24	Php _____	Php _____
18	24	pcs.	HP 955XL (magenta)	Php 2,676.24	Php _____	Php _____
19	24	pcs.	HP 955XL(yellow)	Php 2,676.25	Php _____	Php _____
20	16	pcs.	HP Ink Cartridge (21)	Php 903.00	Php _____	Php _____
21	16	pcs.	HP Ink Cartridge (22)	Php 1,102.97	Php _____	Php _____
22	13	pcs.	Epson Ink T6641 (black)	Php 400.00	Php _____	Php _____
23	13	pcs.	Epson Ink T6642 (cyan)	Php 400.00	Php _____	Php _____
24	12	pcs.	Epson Ink T6643 (magenta)	Php 400.00	Php _____	Php _____
25	12	pcs.	Epson Ink T6644 (yellow)	Php 400.00	Php _____	Php _____
Total					Php _____	

RFQ No. 2020-07-435

Procurement of Various Office Supplies

ITEM	QTY.	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL PRICE
			Office: Department of Assessment	PR No. 870		
			Charge to: Office Supplies Expenses	OBR No. 100-2006-05415		
			ABC: Php187,000.00			
1	20	reams	Bond Paper-short, 80 gsm	Php 400.00	Php _____	Php _____
2	20	reams	Bond Paper-long, 80 gsm	Php 400.00	Php _____	Php _____
3	10	boxes	Continuous Form, 1 ply	Php 800.00	Php _____	Php _____
4	6	boxes	Continuous Form, 280 x 241, payroll carbonless 3 ply	Php 1,200.00	Php _____	Php _____
5	10	books	Record Book, 300pp	Php 200.00	Php _____	Php _____
6	10	books	Record Book, 500pp	Php 250.00	Php _____	Php _____
7	40	pcs.	DVD Rewritable	Php 80.00	Php _____	Php _____
8	120	pcs.	Folder Short	Php 7.00	Php _____	Php _____
9	120	pcs.	Folder Legal	Php 8.00	Php _____	Php _____
10	20	pcs.	Columnar Notebook	Php 200.00	Php _____	Php _____
11	2	pcs.	Triangle, 45, 60	Php 500.00	Php _____	Php _____
12	600	pcs.	Ballpen	Php 30.00	Php _____	Php _____
13	200	pcs.	Sign Pen	Php 100.00	Php _____	Php _____
14	4	rolls	Magic Tape	Php 350.00	Php _____	Php _____
15	4	pcs.	Mechanical Pencil	Php 350.00	Php _____	Php _____
16	4	pcs.	Tape, Masking 1"	Php 80.00	Php _____	Php _____
17	4	pcs.	Tape, Masking 2"	Php 80.00	Php _____	Php _____
18	4	pcs.	Tape, Packaging	Php 80.00	Php _____	Php _____
19	4	pcs.	Tape, transparent 1"	Php 80.00	Php _____	Php _____
20	4	pcs.	Tape, transparent 2"	Php 80.00	Php _____	Php _____
21	3	pcs.	Toner, Develop, copying machine	Php 5,000.00	Php _____	Php _____
22	2	pcs.	Ink, Risograph	Php 3,000.00	Php _____	Php _____

23	2	pcs.	Ink for Epson	Php	800.00	Php _____	Php _____
24	4	pcs.	Ink for Brother, 4's	Php	800.00	Php _____	Php _____
25	2	pcs.	Ribbon for Amano Timer	Php	1,140.00	Php _____	Php _____
26	1	set	Ink for HP 727, 130ml, 3's	Php	30,000.00	Php _____	Php _____
27	1	ream	Plotter Paper, A3	Php	1,500.00	Php _____	Php _____
28	10	bottles	Ink for Canon, 790	Php	1,000.00	Php _____	Php _____
29	2	pcs.	Keyboard	Php	800.00	Php _____	Php _____
30	10	pcs.	Ribbon Cartridge, LQ2190	Php	1,600.00	Php _____	Php _____
31	10	pcs.	Ribbon LX 310	Php	1,000.00	Php _____	Php _____

Total Php _____

Office: Ospital ng Sampaloc
Charge to: Office Supplies Expenses
ABC: Php287,320.00

PR No. 808
OBR No. 100-2006-04741

1	60	pcs.	Ballpen, ball point, black (high quality)	Php	30.00	Php _____	Php _____
2	60	pcs.	Ballpen, ball point, blue, (high quality)	Php	30.00	Php _____	Php _____
3	60	pcs.	Ballpen, ball point, red, (high quality)	Php	30.00	Php _____	Php _____
4	30	packs	Battery Alkaline 1.5V, size AA, 2's/pack	Php	140.00	Php _____	Php _____
5	30	packs	Battery Alkaline 1.5V, size AAA, 2's/pack	Php	145.00	Php _____	Php _____
6	30	packs	Battery Alkaline, Size C, 2's/pack	Php	150.00	Php _____	Php _____
7	40	pcs.	Correction tape, 1pc in individual plastic	Php	35.00	Php _____	Php _____
8	300	pouch	Detergent Powder 500g	Php	85.00	Php _____	Php _____
9	100	gallons	Disinfectant Bleaching solution	Php	400.00	Php _____	Php _____
10	30	pcs.	DVD Re-writable, 4x speed, 4.7GB capacity with case	Php	125.00	Php _____	Php _____
11	30	packs	Index card, ruled 1/2 100's (5 x 8), (127mm x 203mm)	Php	75.00	Php _____	Php _____
12	60	packs	Index card, ruled 1/8 100's, (3 x5), (76mm x 127mm)	Php	45.00	Php _____	Php _____
13	50	carts	Ink cart, (for EPSON printer) C13T644100 (T6641), Black	Php	900.00	Php _____	Php _____
14	25	carts	Ink cart, EPSON C13T664200 (T6642), Cyan	Php	900.00	Php _____	Php _____
15	25	carts	Ink cart EPSON C13T664300 (T6643), Magenta	Php	900.00	Php _____	Php _____
16	25	carts	Ink cart, EPSON C13T664400 (T6644), Yellow	Php	900.00	Php _____	Php _____
17	5	pcs.	Ink Refill	Php	60.00	Php _____	Php _____
18	50	bottles	Liquid Hand Soap, 500ml, high quality	Php	250.00	Php _____	Php _____
19	20	sets	Page marker sign here	Php	150.00	Php _____	Php _____
20	3	pcs.	Philippine Flag, 3 x 5 x 1/2	Php	650.00	Php _____	Php _____
21	60	pcs.	Sign Pen, liquid gel ink, Black, 0.5mm needle tip,(high quality)	Php	126.00	Php _____	Php _____
22	30	pcs.	Sign Pen, liquid gel ink, Blue, 0.5mm needle tip, (high quality)	Php	126.00	Php _____	Php _____
23	30	pcs.	Sign Pen, liquid gel ink, Red, 0.5mm needle tip, (high quality)	Php	126.00	Php _____	Php _____
24	6	pcs.	Stapler, standard type, 200 staples min. with remover (high quality)	Php	550.00	Php _____	Php _____

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Procurement of Various Office Supplies

ITEM	QTY.	UNIT		CEILING PRICE	UNIT PRICE	TOTAL
			Office: Ospital ng Sampaloc			
			Charge to: Office Supplies Expenses			
			ABC: Php287,320.00			
				PR No. 808		
				OBR No. 100-2006-04741		
25	20	packs	Sticker paper, A4, 10's	Php	60.00	Php _____
26	5	pcs.	Tape Dispenser, tabletop, heavy duty, for 24mm (1")	Php	200.00	Php _____
27	10	rolls	Paper, Thermal 210mm x 30m, 12mm, 1/2" core	Php	40.00	Php _____
28	6	rolls	Riso Master, for KZ type B4 S-1369	Php	2,500.00	Php _____
29	15	carts	Riso Ink, for KZ type, S-1370	Php	1,800.00	Php _____

Total Php _____

x-x-x-x-x-x-x-x
Per Lot Basis Total: Php874,320.00 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

