

CITY GENERAL SERVICES OFFICE

REQUEST FOR PRICE QUOTATION (RFQ) NO. 2020-09-539

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. 946		
Charge to: Office Supplies Expenses				OBR No. 100-2007-06298		
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 8", ruled both sides, 100s/pack (127mmx203mm)	Php 42.00	Php _____	Php _____

page 1 of 2

Procurement of Various Office Supplies  
RFQ No. 2020-09-539

ITEM	QTY.	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL PRICE
Office: Manila Barangay Bureau				PR No. 946		
Charge to: Office Supplies Expenses				OBR No. 100-2007-06298		
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 _____

