

Republic of the Philippines  
City of Manila

CITY GENERAL SERVICES OFFICE

**REQUEST FOR PRICE QUOTATION (RFQ) NO. 2020-11-794**

Shopping  
November 24, 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: Justice Jose Abad Santos General Hospital Charge to: Office Supplies Expenses ABC: Php166,683.73	PR Nos. 1361 & 1346 OBR Nos. 100-2010-08731 & 08733		
1	202	pcs.	Ballpen, black	Php 13.65	Php _____	Php _____
2	100	pcs.	Ballpen, blue	Php 13.65	Php _____	Php _____
3	60	pcs.	Ballpen, red	Php 13.65	Php _____	Php _____
4	8	pcs.	Bathroom soap, 90 gms., high quality	Php 69.46	Php _____	Php _____
5	100	packs	Battery C, alkaline	Php 150.00	Php _____	Php _____
6	10	packs	Battery, AAA, rechargeable, 4 pcs/pack	Php 200.00	Php _____	Php _____
7	100	packs	Battery, dry cell, size AA, 2pcs/blister pack, high quality	Php 52.50	Php _____	Php _____
8	101	packs	Battery, dry cell, size AAA, 2pcs/blister pack, high quality	Php 77.70	Php _____	Php _____
9	50	box	Carbon Film, polyethylene, 216mm x 330mm, 100's long	Php 594.30	Php _____	Php _____
10	2	pcs.	Columnar Book No. 552, 43 lines to a page, DPF 36 million" col 13 x 15-1/4, 300 pages 1 bk/pack	Php 681.00	Php _____	Php _____
11	4	pcs.	Compact Charger for AAA/AA/9volts	Php 1,050.00	Php _____	Php _____
12	18	bottles	Continuous Ink Printer, black, 1 liter	Php 650.00	Php _____	Php _____
13	14	bottles	Continuous Ink Printer, cyan, 1 liter	Php 650.00	Php _____	Php _____
14	14	bottles	Continuous Ink Printer, magenta, 1 liter	Php 650.00	Php _____	Php _____
15	14	bottles	Continuous Ink Printer, yellow, 1 liter	Php 650.00	Php _____	Php _____
16	49	pcs.	Correction Tape, 1 pc in individual plastic	Php 32.55	Php _____	Php _____
17	160	pcs.	DVD, rewritable, 4x speed, 4.7GB capacity with case	Php 84.00	Php _____	Php _____
18	14	box	Laminating Film, Long 125 micron, 100's	Php 1,200.00	Php _____	Php _____
19	110	packs	Paper, Photo (matte) A4, 146gms 20's	Php 126.00	Php _____	Php _____
20	60	packs	Photo Paper, A4 20's high gloss - LCT	Php 126.00	Php _____	Php _____
21	16	pcs.	Staple remover, plier type (SRM-303), high quality	Php 84.00	Php _____	Php _____
22	1	box	Envelope, Mailing, White long, 200 pcs.	Php 317.10	Php _____	Php _____
23	1	box	Envelope, Mailing, White short, 300 pcs.	Php 300.00	Php _____	Php _____
24	1	piece	Flag, National, Nylon 3' x 6'	Php 396.00	Php _____	Php _____
25	60	piece	Property Sticker 4 x 4 (as per sample)	Php 20.00	Php _____	Php _____

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

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Printed Name/Signature

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Tel. No/Cellphone No.  
e-mail address

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Date