

CITY GENERAL SERVICES OFFICE

REQUEST FOR PRICE QUOTATION (RFQ) NO. 2021-02-39

Shopping
March 12, 2021

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:

CLARK BENZON L. CASUCO
Acting Supply Officer I

THELMA L. PEREZ
Officer-In-Charge

ITEM	QTY.	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL
			Office: City General Services Office Charge to: Office Supplies Expenses ABC: Php241,524.48	PR No. 233 OBR No. 100-2101-00493		
1	2	bx.	Envelope, expanded, brown	Php 1,500.00	Php _____	Php _____
2	3	pcs.	Ribbon for dot matrix FX 2190/FX2175	Php 956.73	Php _____	Php _____
3	3	pcs.	Ribbon for dot matrix LQ310	Php 620.00	Php _____	Php _____
4	3	pcs.	Ribbon for dot matrix LX300 II/ LX300	Php 400.00	Php _____	Php _____
5	1	pcs.	Toner, MLT-D104S/SEE	Php 6,000.00	Php _____	Php _____
6	2	pcs.	Ink for Deskjet, 678 Color	Php 600.00	Php _____	Php _____
7	15	pcs.	Post it (Sticky Notes) 0.5 x 8 x 12 cm (25pcs)	Php 72.00	Php _____	Php _____
8	2	pcs.	Ink for Deskjet, 678 Black	Php 745.60	Php _____	Php _____
9	1	pc.	Laser jet 2035 HP Ink	Php 5,200.00	Php _____	Php _____
10	3	pcs.	Ink HP 680 Black	Php 1,013.66	Php _____	Php _____
11	3	pcs.	Ink HP 680 Colored	Php 1,013.60	Php _____	Php _____
12	5	pcs.	USB 32GB	Php 1,200.00	Php _____	Php _____
13	250	reams	Copy Paper, @-20, 8.5 x 13 (500 pcs per ream)	Php 365.00	Php _____	Php _____
14	5	pcs.	Glue-All, Multi Purpose Glue 130g	Php 101.00	Php _____	Php _____
15	3	pcs.	Stamp Pad #2 60mm x 100	Php 70.00	Php _____	Php _____
16	1	box	Folder White (Long) 100/box	Php 360.00	Php _____	Php _____
17	15	pcs.	Highlighter (Assorted Color) Fluorescent/Flat	Php 65.07	Php _____	Php _____
18	50	pcs.	Liquid Gel Ballpen .5m Red/Black	Php 51.20	Php _____	Php _____
19	13	pcs.	Ballpen Blue (Liquid Gel Ballpen)	Php 49.23	Php _____	Php _____
20	16	pcs.	Sign Pen High Tech (Black)	Php 130.00	Php _____	Php _____
21	100	pcs.	Ballpen, Fine Point Black	Php 21.60	Php _____	Php _____
22	1	box	Marking Pen, Permanent (black) Bullet tip/ Non-Toxic Medium pt. 10pcs/box	Php 1,088.00	Php _____	Php _____
23	20	pcs.	Scotch Tape, Transparent 24mm (1") 50m	Php 50.00	Php _____	Php _____
24	7	pcs.	Scotch Tape, Transparent 48mm (2") 50m	Php 107.14	Php _____	Php _____
25	47	pcs.	Correction Tape 5mm x 10m (LIQUID)	Php 35.37	Php _____	Php _____
26	1	pack	Bundy Cards, 50pcs/pack	Php 108.80	Php _____	Php _____
27	2	bx.	Rubber Band (#18) Approx 350 grams/box	Php 310.00	Php _____	Php _____

Procurement of Various Office Supplies
RFQ No. 2021-02-39

ITEM QTY. UNIT

CEILING UNIT PRICE TOTAL
PRICE

Office: City General Services Office
Charge to: Office Supplies Expenses
ABC: Php241,524.48

PR No. 233
OBR No. 100-2101-00493

ITEM	QTY.	UNIT	Description	CEILING PRICE	UNIT PRICE	TOTAL
28	5	bxs.	Paper Clip, Vinyl-coated (small) 100pcs/box	Php 55.00	Php _____	Php _____
29	3	bxs.	Paper Clip, Vinyl-coated (jumbo) 100pcs/box	Php 90.67	Php _____	Php _____
30	26	bxs.	Fastener (Metal Laminated) type, 7cm 50sets/box	Php 100.00	Php _____	Php _____
31	2	pcs.	Philippine Flag (Nylon) 5" ft. x 10" ft.	Php 2,200.00	Php _____	Php _____
32	2	pcs.	Philippine Flag (Nylon) 10 x 20 meters	Php 4,500.00	Php _____	Php _____
33	1	pc.	PG-810 Fine Cartridge (9ml)	Php 1,500.00	Php _____	Php _____
34	3	pcs.	CL-911 Fine Cartridge (9ml)	Php 1,500.00	Php _____	Php _____
35	3	pcs.	Toner Cartridge for Xerox S2011	Php 3,875.00	Php _____	Php _____
36	2	pcs.	Drum Cartridge	Php 19,200.00	Php _____	Php _____
37	6	pcs.	Black Ink (BPS 15 30)	Php 2,525.00	Php _____	Php _____
38	3	pcs.	B4 Master Roll (BPS 150/350)	Php 3,875.00	Php _____	Php _____
39	1	bx.	Automatic Voltage Regulator	Php 224.00	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