

Republic of the Philippines
City of Manila

CITY GENERAL SERVICES OFFICE

REQUEST FOR PRICE QUOTATION (RFQ) NO. 2021-02-84

Shopping
March 3, 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:

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
			Office: Office of the Vice Mayor Charge to: Office Supplies Expenses ABC: Php439,200.00	PR No. 322 OBR No. 100-2102-00804		
1	20	pcs.	Correction Tape	Php 60.00	Php _____	Php _____
2	10	packs	Index Card, 3" x 5", ruled both sides	Php 60.00	Php _____	Php _____
3	10	pds.	Index Card, 5" x 8", ruled both sides	Php 75.00	Php _____	Php _____
4	100	pcs.	Ballpen, Black	Php 30.00	Php _____	Php _____
5	100	pcs.	Ballpen, Blue	Php 30.00	Php _____	Php _____
6	40	pcs.	Sign pen black, 0.5mm tip high quality	Php 200.00	Php _____	Php _____
7	40	pcs.	Sign pen blue, 0.5mm tip high quality	Php 200.00	Php _____	Php _____
8	60	pcs.	DVD rewritable with case	Php 85.00	Php _____	Php _____
9	30	pcs.	USB Flash drive, 16gb high quality	Php 1,060.00	Php _____	Php _____
10	1	pc.	Comcolor Ink cart 100 black	Php 42,000.00	Php _____	Php _____
11	1	pc.	Comcolor Ink cart 100 cyan	Php 62,000.00	Php _____	Php _____
12	1	pc.	Comcolor Ink cart 100 magenta	Php 62,000.00	Php _____	Php _____
13	2	pcs.	Develop Ineo 226 Toner TN	Php 12,000.00	Php _____	Php _____
14	2	pcs.	Riso Ink (F type)	Php 9,000.00	Php _____	Php _____
15	2	pcs.	Ink for Riso SF5130	Php 2,500.00	Php _____	Php _____
16	2	pcs.	Master Roll for Riso SF5130	Php 3,500.00	Php _____	Php _____
17	2	pcs.	Toner TN323 for Ineo 287	Php 8,000.00	Php _____	Php _____
18	2	pcs.	Drum DR312 dor Ineo 287	Php 11,000.00	Php _____	Php _____
19	2	pcs.	Developing Unit DV312	Php 11,000.00	Php _____	Php _____
20	20	pcs.	Ink Cartridge, HP F6V27AA (HP 678) black	Php 1,350.00	Php _____	Php _____
21	20	pcs.	Ink Cartridge, HP F6V27AA (HP 678) tri-color	Php 1,350.00	Php _____	Php _____
22	10	pcs.	Tape, masking, width: 24mm	Php 75.00	Php _____	Php _____
23	10	pcs.	Tape, Packaging, width: 24mm	Php 40.00	Php _____	Php _____
24	10	pcs.	Tape, Transparent, width: 24mm	Php 60.00	Php _____	Php _____
25	60	pcs.	Paper, Multi-purpose, 80gsm, A4	Php 300.00	Php _____	Php _____
26	60	pcs.	Paper, Multi-purpose, 80gsm, Legal	Php 400.00	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