

CITY GENERAL SERVICES OFFICE

REQUEST FOR PRICE QUOTATION (RFQ) NO. 2021-03-103

Shopping
March 10, 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 PRICE
			Office: Veterinary Inspection Board Charge to: Office Supplies Expenses ABC: Php94,848.00	PR No. 379 OBR No. 100-2102-01155		
1	24	reams	Paper Copy, (216mm x 330mm), legal, 80 gsm, high quality	Php 540.00	Php _____	Php _____
2	24	reams	Paper Copy, (210mm x 297mm), A4, 80 gsm, high quality	Php 480.00	Php _____	Php _____
3	2	boxes	Carbon Film, polyethylene, 216mm x 330mm, 100pcs./box, legal	Php 600.00	Php _____	Php _____
4	100	pcs.	Ballpen, good quality	Php 15.00	Php _____	Php _____
5	8	pcs.	Sign Pen, liquid gel ink., 0.5mm	Php 171.00	Php _____	Php _____
6	1	pack	Folder, tagboard, legal size, (240mm x 365mm), smooth finished and non-blot on both sides, 100pcs/pack, 250gsm.	Php 1,100.00	Php _____	Php _____
7	12	pcs.	Record Book, 500pp., 241mm x 278mm. Min. high quality	Php 300.00	Php _____	Php _____
8	16	boxes	Staple wire, heavy duty, #35	Php 100.00	Php _____	Php _____
9	10	bottles	Stamp Pad ink, 50ml./bottle, violet	Php 40.00	Php _____	Php _____
10	10	pcs.	Stamp pad, felt pad, min. 60mm x 100mm, #2	Php 158.00	Php _____	Php _____
11	16	pcs.	Correction tape, 1 pc. In individual plastic	Php 55.00	Php _____	Php _____
12	8	boxes	Fastener, metal, 70mm, 50 sets/box	Php 70.00	Php _____	Php _____
13	7	pcs.	Ink Cartridge for Canon PIXMA, PG 88, black	Php 1,200.00	Php _____	Php _____
14	3	pcs.	Ink Cartridge for CANON PIXMA, CL98	Php 1,500.00	Php _____	Php _____
15	4	pcs.	Black Ink Cartridge for HP 704	Php 700.00	Php _____	Php _____
16	4	pcs.	Color Ink Cartridge for HP 704	Php 700.00	Php _____	Php _____
17	8	pcs.	Ink for GESTETNER copy printer DX2430	Php 2,000.00	Php _____	Php _____
18	32	pcs.	Compact Disc, 700mb	Php 15.00	Php _____	Php _____
19	8	pcs.	Master Roll for GESTETNER, Copy Printer DX2430 approx. 390 gms./roll	Php 2,700.00	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

Printed Name/Signature

Tel. No/Cellphone No.
e-mail address

Date