

CITY GENERAL SERVICES OFFICE

REQUEST FOR PRICE QUOTATION (RFQ) NO. 2021-03-153

Shopping  
March 30, 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: City Budget Office	PR No. 454		
			Charge to: Office Supplies Expenses	OBR No. 100-2103-01698		
			ABC: Php96,490.00			
1	8	pcs.	Correction Tape	Php 40.00	Php _____	Php _____
2	84	pcs.	CD-Rewritable	Php 45.00	Php _____	Php _____
3	8	boxes	Fastener, plastic, 50pcs/box	Php 170.00	Php _____	Php _____
4	1	box	Folder presboard, legal	Php 2,500.00	Php _____	Php _____
5	20	pcs.	Flashdrive, 16 GB capacity, USB version	Php 950.00	Php _____	Php _____
6	1	unit	Numbering Machine	Php 2,300.00	Php _____	Php _____
7	40	boxes	Paper Clip, jumbo plastic coated	Php 40.00	Php _____	Php _____
8	3	pcs.	Whiteboard marker, black	Php 100.00	Php _____	Php _____
9	1	pc.	Whiteboard marker, red	Php 100.00	Php _____	Php _____
10	20	reams	Paper Multicopy, A4, 80gsm, 500 sheets/rm	Php 290.00	Php _____	Php _____
11	10	reams	paper Multicopy, legal, 80 gsm, 500 sheets/rm	Php 350.00	Php _____	Php _____
12	4	packs	Post Screw 1.75, 6pcs/pack	Php 60.00	Php _____	Php _____
13	4	packs	Post Screw 1.5, 6 pcs/pack	Php 60.00	Php _____	Php _____
14	20	packs	Rainbow Color Index	Php 40.00	Php _____	Php _____
15	30	carts	Ribbon Cartridge for Epson FX 2175	Php 480.00	Php _____	Php _____
16	1	cart	Ribbon Cartridge for LQ310	Php 120.00	Php _____	Php _____
17	5	carts	Ribbon Cartridge for Epson LQ 2170/2180	Php 1,150.00	Php _____	Php _____
18	1	cart	Bundy Clock	Php 1,080.00	Php _____	Php _____
19	1	pc.	Rubber Stamp, 8 digits	Php 800.00	Php _____	Php _____
20	20	pcs.	Signpen, red, true color, gel type	Php 65.00	Php _____	Php _____
21	6	bdfs.	Time Card for Iwata Bundy Clock, 100 pcs.	Php 350.00	Php _____	Php _____
22	1	pc.	Anti Virus for 5 devices, 2 years warranty	Php 5,000.00	Php _____	Php _____
23	1	pc.	External Drive 1 Tera byte	Php 4,500.00	Php _____	Php _____
24	20	btls.	Printer Ink, L3110, Eco Tank, 003 black	Php 550.00	Php _____	Php _____
25	12	btls.	Printer Ink, L1300, A3-T664, black	Php 550.00	Php _____	Php _____
26	1	set	Printer Ink L1300 A3-T664, (3 color, magenta, yellow)	Php 1,500.00	Php _____	Php _____
27	1	pc.	Splitter cable for Epson L3110 Eco Tank	Php 500.00	Php _____	Php _____
<b>Total</b>						Php _____

## Procurement of Various Office Supplies

ITEM	QTY.	UNIT		CEILING PRICE	UNIT PRICE	TOTAL
Office: Department of Engineering and Public Works				PR No. 452		
Charge to: Office Supplies Expenses				OBR No. 100-2102-01468		
ABC: Php657,994.00						
1	150	pcs.	Ballpen, black, ordinary	Php	12.00	Php
2	25	pcs.	Ballpen, blue, ordinary	Php	12.00	Php
3	50	pcs.	Ballpen, red, ordinary	Php	12.00	Php
4	50	pcs.	Ballpen, liquid gel, .5m, black	Php	22.00	Php
5	10	pcs.	Ballpen, liquid gel, .5m, red	Php	22.00	Php
6	10	pcs.	Ballpen, liquid gel, .5m, blue	Php	22.00	Php
7	10	pcs.	Calculator, LCD display, 2 way power source (solar & cell)	Php	650.00	Php
8	50	bxs.	Clip, Paper, 48mm, 100's/box	Php	29.00	Php
9	20	packs	Compact disc rewritable (CD-RW)	Php	930.00	Php
10	10	pcs.	Correction fluid, waterbase, 15ml	Php	48.00	Php
11	60	pcs.	Correction tape, 8 meters	Php	51.00	Php
12	5	packs	Envelope, documentary for legal size document, brown, Long 10" x 15"	Php	292.00	Php
13	150	pcs.	Envelope, expanding, kraftboard, for legal size document	Php	15.00	Php
14	2	bxs.	Envelope, mailing, white, 500's/box, 70gsm, long #10	Php	814.00	Php
15	20	pcs.	Eraser, Rubber for pencil draft/writing	Php	7.00	Php
16	20	bxs.	Fastener, metal 50 sets/box, non sharp, super quality 7 cm hole to hole	Php	55.00	Php
17	20	pcs.	Flash Drive, 32GB capacity, USB 2.0 plug and play	Php	710.00	Php
18	30	bxs.	Folder, tagboard, long, for legal size documents	Php	12.00	Php
19	10	jars	Glue, all purpose, big, in jar with applicator	Php	59.00	Php
20	5	pcs.	Index Card, 8 x 5", 100's/pack	Php	76.00	Php
21	20	sets	Marker, fluorescent, 3 ass'd colors/set	Php	256.00	Php
22	20	pcs.	Marker, white board, black, blue and red	Php	79.00	Php
23	40	pcs.	Marker, permanent, black	Php	69.00	Php
24	10	pcs.	Marker, permanent, red	Php	69.00	Php
25	10	pcs.	Marker, permanent, blue	Php	69.00	Php
26	10	reams	Paper, multicopy, A3 L 297 X 420mm 80 g/m <sup>2</sup>	Php	622.00	Php
27	200	reams	Paper, multicopy, A4, 210 x 297mm 24/80 g/m <sup>2</sup>	Php	312.00	Php
28	400	reams	Paper, multicopy, legal, 216 x 330mm 24/80 g/m <sup>2</sup>	Php	355.00	Php
29	5	reams	Paper, multicopy, legal, 216 x 330mm 24/100 g/m <sup>2</sup>	Php	400.00	Php
30	10	pads	Paper, pad ruled, yellow, 100 sheets / pad	Php	41.00	Php
31	4	reams	Paper, colored, (green) 8.5" x 11"	Php	201.00	Php
32	4	reams	Paper, colored, (pink) 8.5" x 11"	Php	201.00	Php
33	4	reams	Paper, colored, (yellow) 8.5" x 11"	Php	201.00	Php
34	4	packs	Paper, (white) specialty, 8.5" x 11"	Php	201.00	Php
35	40	bxs.	Paper, Carbonless Continuous Form, 11 x 14 7/8 3 ply	Php	2,165.00	Php
36	20	bxs.	Paper, Carbonless Continuous Form, 11 x 9 1/2 3 ply	Php	1,333.00	Php
37	10	bxs.	Pencil, lead, with eraser, wood cased, hardness, HB	Php	12.50	Php
38	10	pcs.	Puncher, heavy duty, 2 punch hole, 70/80 mm.	Php	273.00	Php
39	10	bxs.	Push Pin, flat head type, 100pcs/ box	Php	37.00	Php
40	20	bks.	Record Book 300pp 215mm x 275mm 55gms	Php	105.00	Php
41	50	bks.	Record Book 500pp 215mm x 275mm 55gms	Php	126.00	Php
42	5	bxs.	Rubber Band, Irite, 350 grams	Php	215.00	Php
43	10	pcs.	Stamp Pad, super quality, no. 2	Php	166.00	Php
44	10	bottles	Stamp Pad Ink, Purple, 50ml.	Php	42.00	Php
45	10	pcs.	Stapler, heavy duty	Php	578.00	Php
46	60	bxs.	Stapler Wire, No. 35, 3500 staples, 6mm.	Php	103.00	Php
47	10	rolls	Tape 2", Masking 50m	Php	112.00	Php
48	10	rolls	Tape, Transparent, 50m	Php	20.00	Php
49	10	pcs.	Ink, Ribbon, for electric typewriter for Olympia	Php	160.00	Php
50	10	pcs.	Ink, Ribbon, for manual typewriter, nylon	Php	37.00	Php
51	10	carts	Ink, Ribbon, Epson, FX2190	Php	511.00	Php
52	20	bottles	Ink, Epson, T6641-black	Php	368.00	Php
53	20	bottles	Ink, Epson, T6641-cyan	Php	413.00	Php
54	20	bottles	Ink, Epson, T6641-magenta	Php	413.00	Php
55	20	bottles	Ink, Epson, T6641-yellow	Php	413.00	Php
56	5	carts	Ink, HP 955 XL - black	Php	3,000.00	Php
57	5	carts	Ink, HP 955 XL - cyan	Php	2,250.00	Php
58	5	carts	Ink, HP 955 XL - magenta	Php	2,250.00	Php
59	5	carts	Ink, HP 955 XL - yellow	Php	2,250.00	Php
60	15	carts	Ink, HP 2645/4645 Cartridge Black	Php	683.00	Php
61	15	carts	Ink, HP 2645/4645 Cartridge Colored	Php	683.00	Php
62	5	carts	Ink, HP Laser Jet M102A (CF217A)	Php	4,858.00	Php
63	3	carts	Ink, for Riso, Gestetner, Model DX2430	Php	1,623.00	Php
64	3	carts	Masterpaper, Riso, Gestetner	Php	3,938.00	Php
65	4	carts	Toner, Taskalfa 1800 TK-4109	Php	14,963.00	Php
66	3	carts	Toner, Gestetner, Model MP2501L	Php	4,773.00	Php

Total

Php

Procurement of Various Office Supplies

ITEM	QTY.	UNIT		CEILING PRICE	UNIT PRICE	TOTAL
			Office: Public Recreations Bureau	PR No. 423		
			Charge to: Office Supplies Expenses	OBR No. 100-2102-01472		
			ABC: Php95,528.00			
1	13	btl.	Ink, Black L220, 70ml for Epson Printer	Php 605.00	Php _____	Php _____
2	5	pcs.	Printer Ribbon Cartridge, for Epson LQ2190	Php 1,560.00	Php _____	Php _____
3	5	boxes	Printer RNSO15140/SO15086, Original Epson Brad Computer Continuous Form, carbonless, 3ply, 11" x 14 7/8, 500 sets/per box (280mm x 378mm)	Php 1,724.00	Php _____	Php _____
4	400	pcs.	55-50-55 gsm CD-R 700MB	Php 118.00	Php _____	Php _____
5	5	boxes	Ballpen, black, ordinary (50's/box)	Php 376.00	Php _____	Php _____
6	30	reams	Copier Paper 8 1/2" x 13" S24 Long, (500sheets/ream)	Php 393.00	Php _____	Php _____
7	20	reams	Copier Paper 8 1/2" x 11" S24 Short, (500sheets/ream)	Php 330.00	Php _____	Php _____
8	4	reams	Copier Paper 8 1/4" x 11 3/4" S24 A4, (500sheets/ream)	Php 348.00	Php _____	Php _____
9	20	pcs.	Folder, long ordinary	Php 28.00	Php _____	Php _____
10	20	pcs.	Folder, short ordinary	Php 23.00	Php _____	Php _____
11	9	rolls	Tape, transparent 24mm x 50m	Php 45.00	Php _____	Php _____
12	10	boxes	Staple wire, heavy duty, #35	Php 68.00	Php _____	Php _____
13	4	boxes	Clip, paper, 48mm, 100s/box or 120 grams min.	Php 48.00	Php _____	Php _____
14	4	boxes	Clip, paper, 32mm, 100s/box or 52 grams min.	Php 21.00	Php _____	Php _____
<b>Total</b>						Php _____
X-X-X-X-X-X-X						
Per Lot Basis Total: Php850,012.00						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