

CITY GENERAL SERVICES OFFICE

REQUEST FOR PRICE QUOTATION (RFQ) NO. 2021-03-98

Shopping
March 8, 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: Manila City Council Charge to: Office Supplies Expenses ABC: Php995,872.25	PR No. 370 OBR No. 100-2102-01095		
1	180	boxes	HP Computer Ink, Black (680)/box	Php 1,242.00	Php _____	Php _____
2	180	boxes	HP Computer Ink, Tri-color (680)/box	Php 1,242.00	Php _____	Php _____
3	30	boxes	HP Computer Ink, Black (678)/box	Php 739.00	Php _____	Php _____
4	30	boxes	HP Computer Ink, Tri-color (678)/box	Php 739.00	Php _____	Php _____
5	100	reams	Bond Paper, multi-purpose, legal, 70gsm/rm	Php 621.00	Php _____	Php _____
6	100	reams	Bond Paper, multi-purpose, A4, 70gsm/rm	Php 465.75	Php _____	Php _____
7	100	reams	Multi-copy, Paper legal, 80gsm/rm	Php 451.50	Php _____	Php _____
8	100	reams	Multi-copy, Paper A4, 80gsm/rm	Php 399.50	Php _____	Php _____
9	80	pads	Ruled Pad 90 leaves/pad	Php 79.00	Php _____	Php _____
10	58	rolls	Masking Tape, 1-inch/roll	Php 92.00	Php _____	Php _____
11	59	rolls	Tape, transparent, 48mm, 50 meters	Php 48.00	Php _____	Php _____
12	63	rolls	Packaging tape, 2 inches/roll	Php 96.00	Php _____	Php _____
13	10	pcs.	Puncher, heavy duty/pc	Php 355.00	Php _____	Php _____
14	40	boxes	Pencil #2/box, lead with eraser	Php 173.00	Php _____	Php _____
15	16	boxes	Rubber Band #18/box	Php 355.00	Php _____	Php _____
16	83	pieces	Sign Pen 1.0 point/pc	Php 247.25	Php _____	Php _____
17	43	boxes	Staple Wire #35/box	Php 77.00	Php _____	Php _____
18	10	pieces	Stapler Heavy Duty /pc	Php 585.50	Php _____	Php _____
19	60	pieces	USB Flash Drive 16gb/pc	Php 1,056.50	Php _____	Php _____
20	60	boxes	Fastener, metal, non-sharp edges, 50 sets/box	Php 78.00	Php _____	Php _____
21	100	pieces	Permanent Marking Pen Assorted color/pc	Php 78.00	Php _____	Php _____
22	41	pieces	Correction tape, 8m/pc	Php 37.00	Php _____	Php _____
23	60	boxes	Paper clip, vinyl/plastic coated, 33mm/box	Php 24.00	Php _____	Php _____
24	20	pieces	Record Book, 500 pages, size: 214mmx278mm min	Php 326.00	Php _____	Php _____
25	48	packs	Folder, L-type, legal size 100pcs/pack	Php 958.00	Php _____	Php _____
26	50	packs	Folder, L-type, A4 size 100pcs/pack	Php 765.75	Php _____	Php _____
27	2,000	pieces	Ballpen, fine point/pc	Php 15.69	Php _____	Php _____
28	10	pieces	Sign Pen, 0.5mm tip, blue	Php 145.00	Php _____	Php _____

RFQ No. 2021-03-98

Procurement of Various Office Supplies

ITEM	QTY.	UNIT		CEILING PRICE	UNIT PRICE	TOTAL
			Office: Manila City Council			
			Charge to: Office Supplies Expenses	PR No. 370		
			ABC: Php995,872.25	OBR No. 100-2102-01095		
29	10	pieces	Sign Pen, 0.5mm tip, red	Php 145.00	Php _____	Php _____
30	6	pieces	USB Hard Drive, External 1TB	Php 5,002.50	Php _____	Php _____
31	12	pieces	SD Memory Card, 16gb	Php 862.50	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