

CITY GENERAL SERVICES OFFICE

REQUEST FOR PRICE QUOTATION (RFQ) NO. 2021-04-196

Shopping  
April 28, 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: Local Board of Assessment Appeals Charge to: Office Supplies Expenses ABC: Php16,686.50				PR No. 498 OBR No. 100-2103-01902		
1	17	pcs	Ball Pen (black)	Php 12.00	Php _____	Php _____
2	13	pcs	Compact Disk Rewritable (CD-RW)	Php 93.00	Php _____	Php _____
3	8	pcs	Correction Pen (roller type)	Php 44.00	Php _____	Php _____
4	2	pcs	Ink Printer (Inkjet Photo Printer - Pixma IP2770) #810 (Black)	Php 1,426.00	Php _____	Php _____
5	2	pcs	Ink Printer (Inkjet Photo Printer - Pixma IP2770) #811 (Color)	Php 1,801.00	Php _____	Php _____
6	2	pcs	Marker, Permanent, Black, Bullet Type	Php 69.00	Php _____	Php _____
7	1	pc	Marker, Permanent, Blue, Bullet Type	Php 69.00	Php _____	Php _____
8	12	pads	Note Pad, (3"x3") 100's sheets avsd.	Php 28.00	Php _____	Php _____
9	2	reams	Paper Bond PG 80gsm - Substance 24 216mmx279.4mm (8.5"x11") letter size	Php 300.00	Php _____	Php _____
10	3	reams	Paper Bond PG 80gsm - Substance 24, A4, 8.267" x11.692", 500's	Php 312.00	Php _____	Php _____
11	3	reams	Paper Bond PG 80gsm - Substance 24 216mmx330mm (8.5"x13") legal size	Php 355.00	Php _____	Php _____
12	1	box	Rubber Band Big	Php 190.00	Php _____	Php _____
13	9	pcs	Sign Pen, Liquid Gel Black, 0.5 needle tip, high qty. blk.	Php 89.50	Php _____	Php _____
14	1	pcs	Stapler, Standard type, 200 staples min. with remover high quality	Php 578.00	Php _____	Php _____
15	10	rolls	Tape Transparent width 24mm	Php 20.00	Php _____	Php _____
16	5	pcs	USB Flash Drive (32 GB) high quality	Php 710.00	Php _____	Php _____
				<b>Total</b>	Php _____	
Office: Office of the City Prosecutor Charge to: Office Supplies Expenses ABC: Php104,419.00				PR No. 537 OBR No. 100-2103-02336		
1	60	pcs.	Ballpoint, pen, black	Php 12.00	Php _____	Php _____
2	100	reams	Bond Paper, Long, premium grade	Php 355.00	Php _____	Php _____
3	20	boxes	Carbon Paper, ordinary, legal	Php 355.00	Php _____	Php _____
4	10	packs	CD-Recordable	Php 616.00	Php _____	Php _____

Prepared by: B. Lopez 4/27/21

Office: Office of the City Prosecutor  
 Charge to: Office Supplies Expenses  
 ABC: Php104,419.00

PR No. 537  
 OBR No. 100-2103-02336

2	bottles	Ink Epson 664 T664 black 70ml bottle	Php 643.00	Php _____	Php _____
2	boxes	Clip, paper, 3x5x7cm	Php 15.00	Php _____	Php _____
2	boxes	Computer Continuous Form, 3ply, (11"x9-1/2") plain	Php 1,333.00	Php _____	Php _____
2	boxes	Computer Continuous Form, 3ply, (11"x14-7/8") plain	Php 2,165.00	Php _____	Php _____
6	packs	Daily Time Record (DTR) for handy clock 100s	Php 100.00	Php _____	Php _____
1	box	Envelope, pap, kraft (4"x7-1/2") 500s/box	Php 450.00	Php _____	Php _____
8	boxes	Envelope, Doc. 2008 (10x15) 500s/box	Php 292.00	Php _____	Php _____
8	boxes	Envelope, mailing, white, (4"x9-1/2") 500s/box	Php 814.00	Php _____	Php _____
17	boxes	Fastener paper metal 50's	Php 55.00	Php _____	Php _____
100	packs	File Folder, Legal	Php 7.00	Php _____	Php _____
2	bars	Glue, all purpose, 130 grams	Php 59.00	Php _____	Php _____
2	pcs.	Marking Pen, felt tip, permanent, black	Php 69.00	Php _____	Php _____
40	pcs.	Record Book, 500 pages	Php 126.00	Php _____	Php _____
60	pcs.	Ribbon Epson LX 300	Php 195.00	Php _____	Php _____
20	pcs.	Ribbon Epson LX 310	Php 256.00	Php _____	Php _____
50	boxes	Rubber Band, 400 grams/box	Php 215.00	Php _____	Php _____
2	pcs.	Scissors, 7"	Php 63.00	Php _____	Php _____
2	bottles	Stamp Pad Ink, violet, 50ml	Php 420.00	Php _____	Php _____
60	boxes	Staple Wire, standard	Php 14.00	Php _____	Php _____
2	rolls	Tape Masking, 2" width, 50 meters	Php 112.00	Php _____	Php _____
2	rolls	Tape packaging, 2" width	Php 53.00	Php _____	Php _____
2	rolls	Tape transparent, 24mm 50m 1"width	Php 20.00	Php _____	Php _____
2	rolls	Tape transparent, 24mm 50m 2"width	Php 26.00	Php _____	Php _____
<b>Total</b>			Php _____	Php _____	Php _____

Office: City Budget Office  
 Charge to: Office Supplies Expenses  
 ABC: Php87,435.00

PR No. 541  
 OBR No. 100-2104-02906

50	pcs.	Clear Folder, legal	Php 30.00	Php _____	Php _____
8	pcs.	Correction Tape	Php 40.00	Php _____	Php _____
65	pcs.	CD Recordable	Php 45.00	Php _____	Php _____
8	boxes	Fastener, plastic, 50pcs/box	Php 170.00	Php _____	Php _____
1	box	Folder, pressboard, legal	Php 2,500.00	Php _____	Php _____
20	pcs.	Flashdrive, 16GB USB version	Php 950.00	Php _____	Php _____
1	unit	Numbering Machine	Php 2,300.00	Php _____	Php _____
40	boxes	Paper Clip, Jumbo, plastic coated	Php 40.00	Php _____	Php _____
3	pcs.	Pentel Pen, White Board Marker, Black	Php 100.00	Php _____	Php _____
1	pc.	Pentel Pen, White Board Marker, Red	Php 100.00	Php _____	Php _____
20	reams	Paper Multicopy, A4 size, 80 GSM, 500 sheets	Php 290.00	Php _____	Php _____
10	reams	Paper Multicopy, Legal Size, 80 GSM, 500 sheets	Php 350.00	Php _____	Php _____
4	pcs.	Post Screw, 1".2, 6pcs/pack	Php 60.00	Php _____	Php _____
4	pcs.	Post Screw, 1".5, 6pcs/pack	Php 60.00	Php _____	Php _____
20	pcs.	Rainbow Color Index	Php 40.00	Php _____	Php _____
30	carts	Ribbon Cartridge, Epson FX 2175	Php 480.00	Php _____	Php _____
1	cart	Ribbon Cartridge, Epson LQ 310	Php 120.00	Php _____	Php _____
5	carts	Ribbon Cartridge, Epson LQ 2170/2180	Php 1,150.00	Php _____	Php _____
1	cart	Ribbon for Iwata Bundy Clock	Php 1,080.00	Php _____	Php _____
20	pcs.	Sign Pen, Red True Color Shark, gel type	Php 65.00	Php _____	Php _____
6	btl.	Time Card for Iwata Bundy Clock, 100 pcs.	Php 350.00	Php _____	Php _____
1	pc.	Antivirus for 5 devices, 2 years warranty	Php 5,000.00	Php _____	Php _____
20	btl.	Printer Ink, L3110, Eco Tank, 003 black	Php 550.00	Php _____	Php _____
4	btl.	Printer Ink, L1300, A3-T664, black	Php 550.00	Php _____	Php _____
1	set	Printer Ink, L1300, A3-T664, (3 color, magenta, yellow)	Php 1,500.00	Php _____	Php _____
1	pc.	Splitter cable for Epson L3110 Eco Tank	Php 500.00	Php _____	Php _____
<b>Total</b>			Php _____	Php _____	Php _____

Per Lot Basis Total: Php208,540.50

I/We hereby quote on the items/s at prices listed above

\_\_\_\_\_  
 Printed Name/Signature

\_\_\_\_\_  
 Tel. No/Cellphone No.  
 e-mail address

\_\_\_\_\_  
 Date