

CITY GENERAL SERVICES OFFICE

REQUEST FOR PRICE QUOTATION (RFQ) NO. 2021-04-210

Shopping  
April 29, 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:

CLARK BENZON L. CASUCO  
Acting Supply Officer I

THELMA L. PEREZ  
Officer-In-Charge

ITEM	QTY.	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL PRICE
			Office: Manila City Council Charge to: Office Supplies Expenses ABC: Php838,171.75	PR No. 647 OBR No. 100-2104-02940		
1	2	pouch	Developer for Ineo 226/pouch	Php 3,415.50	Php _____	Php _____
2	20	bottles	Ink for Riso SF 5130/bottle	Php 5,433.75	Php _____	Php _____
3	17	rolls	Master Roll for Riso SF 5130/roll	Php 8,538.75	Php _____	Php _____
4	2	pcs.	Computer mouse/pc	Php 1,902.00	Php _____	Php _____
5	2	pcs.	Computer keyboard/pc	Php 1,512.25	Php _____	Php _____
6	3	bottles	Toner TN 414 Ineo 363/bottle	Php 27,247.00	Php _____	Php _____
7	6	bottles	Toner TNT 116 Develop/bottle	Php 15,047.75	Php _____	Php _____
8	12	bottles	Ink for Rizo EZ 331-A/bottle	Php 11,643.75	Php _____	Php _____
9	8	rolls	Master Roll for Riso EZ 331-A/roll	Php 24,063.75	Php _____	Php _____
10	1	bottle	Toner TN321 Black/bottle	Php 19,220.00	Php _____	Php _____
11	8	bottles	Toner for Ineo 226/bottle	Php 5,899.50	Php _____	Php _____
x-x-x-x-x-x-x-x						Php _____
Per Lot Basis Total.....						

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