

CITY GENERAL SERVICES OFFICE

REQUEST FOR PRICE QUOTATION (RFQ) NO. 2021-04-221
NP - Small Value Procurement
May 3, 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:

CRISTINA R. TABUNDA/amgd
Supply Officer II

THELMA L. PEREZ
Officer-In-Charge

ITEM	QTY.	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL
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Office	P.R. No.	OBR No.	ABC
MOA	PR No. 681	100-2104-02740	20,800.00
MED	PR No. 633	100-2104-03064	77,180.00
MCL	PR No. 618	100-2104-02747	80,194.00
OCA	PR No. 643	100-2104-03178	100,000.00
VIB	PR No. 663	100-2104-02833	100,000.00
MIB	PR No. 542	100-2104-02915	154,400.00
DPS	PR No. 552	100-2104-02949	115,200.00
ABC:			647,774.00

Charge to: PRINTING & PUBLICATION EXPENSES

P.R. NO. 681 (MAO)						
1	10	pads	Disbursement Voucher Form 5 copies/set carbonized 50 sets/pad	Php	650.00	Php _____
2	10	pads	Journal Entry Form (JEV) 5 copies/set carbonized 50 sets/pad	Php	650.00	Php _____
3	10	pads	Allotment and Obligation Form 5 copies/set carbonized 50 sets/pad	Php	650.00	Php _____
4	2	pads	Purchase Request Form 5 copies/set carbonized 50 sets/pad	Php	650.00	Php _____
TOTAL Php 20,800.00						Php _____

ITEM	QTY.	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL
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Office	P.R. No.	OBR No.	ABC
MCA	PR No. 681	100-2104-02740	20,800.00
MHD	PR No. 633	100-2104-03064	77,180.00
MCL	PR No. 618	100-2104-02747	80,194.00
OCA	PR No. 643	100-2104-03178	100,000.00
VIB	PR No. 663	100-2104-02833	100,000.00
MBB	PR No. 542	100-2104-02915	154,400.00
DPS	PR No. 552	100-2104-02949	115,200.00

ABC **647,774.00**

Charge to: PRINTING & PUBLICATION EXPENSES

P.R. NO. 633 (MHD)

2	4	pads	Pre Marriage Certificate 2 sheets x 50 sets/pad	Php 550.00	Php _____	Php _____
3	140	pcs	Personnel Qualification Index, per pc	Php 7.00	Php _____	Php _____
4	400	pcs	Salary Card, per piece	Php 12.00	Php _____	Php _____
5	600	pcs	Supplies Ledger Card, per piece	Php 12.00	Php _____	Php _____
6	200	pcs	MHD Identification Card	Php 8.00	Php _____	Php _____
7	500	pcs	Leave Card	Php 9.00	Php _____	Php _____
8	400	pcs	Service Record Card	Php 7.50	Php _____	Php _____
9	4,000	pcs	Health Certificate ID Pink, per piece	Php 8.00	Php _____	Php _____
10	20	pcs	Tarpaulin Different size	Php 1,000.00	Php _____	Php _____

TOTAL Php 76,280.00

P.R. NO. 618 (MCL)

1	11	packs	Bookcard for Library Clients, 3 x 5, 100 pcs./pack	Php 135.00	Php _____	Php _____
2	31	pcs	Bookbinding board No. 20, 26 x 39 (CHIPBOARD)	Php 565.00	Php _____	Php _____
3	40	yrds.	Book cloth, green, red & blue, 60 x 45	Php 382.00	Php _____	Php _____
4	120	pcs	Employee Leave Card 11" x 14	Php 49.00	Php _____	Php _____
5	62	lbs.	Glue, all purpose, 130 grams min	Php 59.00	Php _____	Php _____
6	192	pcs	GSP Board, sub. 20, white, 28 x 34 (LEDGER)	Php 11.00	Php _____	Php _____
7	70	yrds	Paper cloth, thick, maroon & navy blue, 45W	Php 103.00	Php _____	Php _____
8	14	pads	Form, Purchase Request (PR) unbound, set of 5 pcs/pad	Php 845.00	Php _____	Php _____
9	64	pcs	Salary Card 11" x 8"	Php 31.00	Php _____	Php _____
10	40	rlis.	Sticker, gun tag premium, luminous, assorted colors	Php 331.00	Php _____	Php _____

TOTAL Php 80,194.00

P.R. NO. 643 (OCA)

1	170	pc	Corrugated box w/ print 19 x 11-1/2 x 11	Php 250.00	Php _____	Php _____
2	1,000	pc	Salary Card - short (IAD)	Php 10.00	Php _____	Php _____
3	1,000	pc	Salary Card - long (IAD)	Php 20.00	Php _____	Php _____
4	5	ream	Letterhead - short	Php 2,600.00	Php _____	Php _____
5	5	ream	Letterhead - legal	Php 2,900.00	Php _____	Php _____

TOTAL Php 100,000.00

P.R. NO. 663 (VIB) PRINTING & PUBLICATION

1	300	pcs.	Veterinary Clearance to operate, vellum 80 paper, A4 size	Php 40.00	Php _____	Php _____
2	1,000	pcs	Meat Handlers I.C. Standard size, white	Php 25.00	Php _____	Php _____
3	8	pads	Allotment & Obligation Slips (OBR), 50 sets/pad, 4 copies/set	Php 900.00	Php _____	Php _____
4	9	pads	Disbursement Voucher, 50 sets/pad, 4 copies/set	Php 900.00	Php _____	Php _____
5	9	pads	Journal Entry Voucher, 50 sets, 4 copies/set	Php 900.00	Php _____	Php _____
6	10	pads	Report of Collections & Deposits, triplicate, 50 sets/per pad	Php 900.00	Php _____	Php _____
7	10	pads	Abstract of Miscellaneous Collections-Slaughterhouse, legal size, 50 pcs./pad	Php 900.00	Php _____	Php _____
8	10	pads	Abstract of Miscellaneous Collections-Field, A4 size 50 pcs./pad	Php 900.00	Php _____	Php _____
9	8	pads	Confiscation Form, 7" x 8 1/2", duplicate, carbonized, colored, 50 sets/pad	Php 675.00	Php _____	Php _____

ITEM	QTY.	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL
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Office:	P.R. No.	OBR No.	ABC
MOA	PR No. 681	100-2104-02740	20,800.00
MBD	PR No. 633	100-2104-03064	77,180.00
MCL	PR No. 638	100-2104-02747	80,194.00
OCA	PR No. 643	100-2104-03178	100,000.00
VIB	PR No. 663	100-2104-02833	100,000.00
MBB	PR No. 542	100-2104-02915	154,400.00
DPS	PR No. 552	100-2104-02949	115,200.00
ABC:			647,774.00

Charge to: PRINTING & PUBLICATION EXPENSES

P.R. NO. 663 (VIB)								
10	8	pads	Notice of Warning Form, 7" x 8 1/2", duplicate, carbonized, colored, 50 sets/pad	Php	675.00	Php	Php	
11	60	pcs.	Personnel Qualification Index Card, tagboard material, back to back print, black only, 8 1/2" x 5"	Php	30.00	Php	Php	
TOTAL Php 100,000.00							Php	

P.R. NO. 542 (MBB)								
1	16	pads	Obligation Request (ALOBBS) carbonized, 5 sheets/set, 50 sets/pad, 8.5" x 11", 5 different colors	Php	1,500.00	Php	Php	
2	16	pads	Disbursement Voucher carbonized, 5 sheets/set, 50 sets/pad, 8.5" x 11", 5 different colors	Php	1,500.00	Php	Php	
3	16	pads	Journal Entry Voucher carbonized, 5 sheets/set, 50 sets/pad, 8.5" x 11", 5 different colors	Php	1,500.00	Php	Php	
4	16	pads	Purchase Request carbonized, 5 sheets/set, 50 sets/pad, 8.5" x 11", 5 different colors	Php	1,500.00	Php	Php	
5	160	pcs.	Salary Card, 7-3/4" x 9-3/4" US Tagboard back to back printing	Php	30.00	Php	Php	
6	160	pcs.	Supplies Ledger Card, 8.5" x 10 US Tagboard back to back printing	Php	30.00	Php	Php	
7	320	pcs.	Identification Cards of Barangay Chairman PVC glossy cards, size 3.375" x 2.125", 30 mil thickness	Php	20.00	Php	Php	
8	320	pcs.	Identification Cards of Barangay Secretary Foldcote caliper #12, 3.125 x 4.125", 4 colors printing of logos, both side printing	Php	10.00	Php	Php	
9	320	pcs.	Identification Cards of Barangay Treasurer Foldcote caliper #12, 3.125 x 4.125", 4 colors printing of logos, both side printing	Php	10.00	Php	Php	
10	320	pcs.	Identification Cards of Barangay Kagawad PVC glossy cards, size 3.375" x 2.125", 30 mil thickness	Php	20.00	Php	Php	
11	320	pcs.	Identification Cards of Barangay Tanod Foldcote caliper #12, 3.125 x 4.125", 4 colors printing of logos, both side printing	Php	10.00	Php	Php	
12	8	reams	Letterhead, bookpaper material, short with logo of City of Manila, 500 sheets/ream	Php	1,500.00	Php	Php	
13	8	reams	Letterhead, bookpaper material, long with logo of City of Manila, 500 sheets/ream	Php	1,800.00	Php	Php	
TOTAL Php 154,400.00							Php	

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			Office: P.R. No. OBR No. ABC			
			MOA PR No. 681 100-2104-02740			20,800.00
			MBD PR No. 633 100-2104-03064			77,180.00
			MCL PR No. 618 100-2104-02747			80,194.00
			OCA PR No. 643 100-2104-03178			100,000.00
			VIB PR No. 663 100-2104-02833			100,000.00
			MBB PR No. 542 100-2104-02915			154,400.00
			DPS PR No. 552 100-2104-02949			115,200.00
			ABC:			<u>647,774.00</u>

Charge to: PRINTING & PUBLICATION EXPENSES

P.R. NO. 552 (DPS)

1	43	pads	Trip Tickets, carbonized, set of 5 pcs	Php 850.00	Php _____	Php _____
2	2	reams	DPS Letter head, Short 500's/ream	Php 800.00	Php _____	Php _____
3	3	reams	DPS Letter head, Long 500's/ream	Php 850.00	Php _____	Php _____
4	4	pads	Obligation Request Forms, Carbonized, set of 5 pcs., 50 sets/pad	Php 850.00	Php _____	Php _____
5	3	pads	Disbursement Voucher, Carbonized, set of 5 pcs., 50 sets/pad	Php 850.00	Php _____	Php _____
6	3	pads	Journal Entry Vouchers, Carbonized, set of 5 pcs., 50 sets/pad	Php 850.00	Php _____	Php _____
7	200	pcs	Leave Cards, 8.5 x 14	Php 50.00	Php _____	Php _____
8	400	pcs	Salary Cards, 8.5 x 14	Php 50.00	Php _____	Php _____
9	200	pcs	Stock Cards, 8.5 x 14	Php 50.00	Php _____	Php _____
10	2	pads	Purchase Request Forms, Carbonized, set of 5 pcs/pad	Php 850.00	Php _____	Php _____
11	20	pcs	Tarpaulin - IEC Materials for SWM	Php 500.00	Php _____	Php _____
12	430	pcs	Flyers - IEC Materials for SWM	Php 10.00	Php _____	Php _____
13	10	booklets	Printing of Notice of Violation 100 pcs per booklet	Php 1,000.00	Php _____	Php _____

TOTAL Php 115,200.00

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GRAND TOTAL : Php _____
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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