

Republic of the Philippines
City of Manila
CITY GENERAL SERVICES OFFICE
REQUEST FOR PRICE QUOTATION (RFQ) 2021-06-317
Shopping
June 1, 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 Certificate of Registration
 - b. Mayor's/Business Permit
 - c. PhilGEPS Registration
 - d. Income/Business Tax Return
 - e. Omnibus Sworn Statement

Canvassed By:

NOEMI D. BOLINAS
Supply Officer III

THELMA L. PEREZ
Officer-in-Charge

ITEM	QTY	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL PRICE
Office: City General Services Office						
Charge to: Trust Fund-Sale of Bidding Documents				PR No. 036		
ABC: Php853,240.00						
1	500	reams	Bond Paper, long	Php 380.00	Php _____	Php _____
2	30	pcs	Ink for Hp 2035, black	Php 9,500.00	Php _____	Php _____
3	15	pcs	Toner for Photocopier S2010/S2220/S2420	Php 3,800.00	Php _____	Php _____
4	15	pcs	Drum cartridge for Photocopier S2010/S2220/S2420	Php 19,000.00	Php _____	Php _____
5	4	pcs	Ink for HP Tank Wireless 410	Php 393.00	Php _____	Php _____
6	40	pcs	Tape, transparent, 1"	Php 20.00	Php _____	Php _____
7	10	reams	Paper, A4, 70 gsm	Php 312.00	Php _____	Php _____
8	40	sets	Index tab, colored, 5 sets/box	Php 130.00	Php _____	Php _____
9	40	pcs	Correction tape	Php 51.00	Php _____	Php _____
10	40	pcs	Correction pen, 12ml	Php 44.00	Php _____	Php _____
11	10	bxs	Rubber Band, big	Php 215.00	Php _____	Php _____
12	40	pcs	Ballpen, black	Php 12.00	Php _____	Php _____
13	20	bxs	Fastener, metal, 50's	Php 55.00	Php _____	Php _____
14	10	bxs	Paper clip, big	Php 29.00	Php _____	Php _____
15	20	pcs	Record book, 500 pp	Php 126.00	Php _____	Php _____
16	10	packs	Folder, long, 100's	Php 600.00	Php _____	Php _____
17	4	pcs	Puncher, Heavy Duty	Php 1,036.00	Php _____	Php _____
18	4	pcs	Stapler, Heavy Duty	Php 578.00	Php _____	Php _____
19	4	pcs	Staple remover	Php 108.00	Php _____	Php _____
20	20	pcs	Friction Pen	Php 116.00	Php _____	Php _____
PER LOT BASIS TOTAL:						Php _____

After having carefully read and accepted your terms and conditions, I/We hereby quote on the item/s at prices listed above.

Printed Name/Signature

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