

CITY GENERAL SERVICES OFFICE

REQUEST FOR QUOTATION (RFQ) No. 2021-06-318

NP-Small Value Procurement

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
 - b. Mayor's/Business Permit
 - c. PhilGEPS Registration Number
 - d. Income/Business Tax Return
 - e. Omnibus Sworn Statement

Canvassed By:

JOSE LEORIEL B. PASIA
Acting Supply Officer I

THELMA L. PEREZ
Officer-In-Charge

ITEM	QTY.	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL PRICE
Office: City Treasurer's Office				PR No. 887		
Charge to: Office Supplies Expenses				OBR No. 100-2105-04446		
ABC: Php645,200.00						
COMMON COMPUTER SUPPLIES						
1	6	pcs	Deskjet GT 5810 Refill - GT 52, Cyan, 70ml/pc	Php 1,000.00	Php _____	Php _____
2	6	pcs	GT 52 Magenta, 70ml/pc	1,000.00	_____	_____
3	6	pcs	GT 52 Yellow, 70ml/pc	1,000.00	_____	_____
4	10	pcs	GT 51 Black, 70ml/pc	1,000.00	_____	_____
5	3	btl	Comp. Ink Btl GI-790, <Y> Yellow, 70.0ml/btl	1,400.00	_____	_____
6	3	btl	Comp. Ink Btl GI-790, <M> Magenta, 70.0ml/btl	1,400.00	_____	_____
7	3	btl	Comp. Ink Btl GI-790, <C> Cyan, 70.0ml/btl	1,400.00	_____	_____
8	6	btl	Comp. Ink Btl GI-790, <BK> Black, 70.0ml/btl	1,400.00	_____	_____
9	120	boxes	Computer Continuous Form, 2 ply, 11 x 9 1/2, 1,000sets/box	1,428.00	_____	_____
10	100	boxes	Computer Continuous Form, 3 ply, 11 x 9 1/2, 500sets/box	1,167.00	_____	_____
11	6	pcs	Ribbon for FX 2175, 32 meters/pc	1,720.00	_____	_____
12	200	pcs	Ribbon for LX 310 Printer, 18meters/pc	180.00	_____	_____
13	85	pcs	Ribbon for LX 300 Printer, 17.7meters/pc	190.00	_____	_____
14	20	pcs	Flash Drive, 16G (USB)	1,472.00	_____	_____
15	10	pcs	Ribbon, LQ 2180	1,636.00	_____	_____
16	10	pcs	Ribbon, LQ 2190, 60ml/196.8feet/pc	2,000.00	_____	_____
COMMON OFFICE SUPPLIES						
17	40	pcs	Sign Pen, Assorted	210.25	_____	_____
18	400	pcs	Ballpen, Assorted Color, 0.5mm	25.00	_____	_____
19	124	ream	Paper Bond, short, 70gsm, 500pcs/ream, subs. 20	440.00	_____	_____

ITEM	QTY.	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL
			Office: City Treasurer's Office	PR No. 887		
			Charge to: Office Supplies Expenses	OBR No. 100-2105-04446		
			ABC: Php645,200.00			
20	80	spools	Ribbon, Adding Machine, (double spool), 60inches/spools	62.50	Php _____	Php _____
21	80	boxes	Rubber Band, small, 50g/box	39.00	_____	_____
22	40	pcs	Finger Tip Moistener, 10g/pc	84.00	_____	_____
RISOGRAPH AND COPIER SUPPLIES						
23	5	btl	Ink for Risograph, DP 240e, 600ml/btl	3,360.00	_____	_____
24	1	btl	Roll Master for 240e Risograph, 875gms/roll	6,000.00	_____	_____
25	1	btl	Toner Cartridge for Copier AR-M256	8,220.00	_____	_____
26	1	btl	Toner 4109, 15,000 pages print for Copier	10,400.00	_____	_____
27	6	cart	Ink Cartridge, (2,600 pgs print cap/pc) for Copier	6,000.00	_____	_____
28	1	pcs	Ink for Printer Laser Jet	9,000.00	_____	_____
29	1	cart	Ink Cartridge for Copier	9,000.00	_____	_____
x-x-x-x-x-x-x-x-x-x-x				Per Lot Basis Total	Php _____	_____
						vvvvvvvvvvvvvv

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