

CITY GENERAL SERVICES OFFICE

REQUEST FOR QUOTATION (RFQ) No. 2021-06-341
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:

RAM
REYNALIN B. ASUNCION
Acting Supply Officer I

THELMA L. PEREZ
Officer-In-Charge

| ITEM | QTY. | UNIT | ARTICLE AND DESCRIPTION | CEILING PRICE | UNIT PRICE | TOTAL PRICE |
|--|------|-------|---|---------------|------------|-------------|
| <p>Office: Manila Traffic and Parking Bureau Charge to: Office Supplies Expenses ABC: Php240,000.00</p> <p>PR No. 892 OBR No. 100-2105-04328</p> | | | | | | |
| 1 | 80 | pcs. | Ballpen, Fine Point (Black) | Php 19.50 | Php _____ | Php _____ |
| 2 | 80 | pcs. | Ballpen, Fine Point (Blue) | Php 19.50 | Php _____ | Php _____ |
| 3 | 80 | pcs. | Ballpen, Fine Point (Red) | Php 19.50 | Php _____ | Php _____ |
| 4 | 12 | pcs. | Ballpen, Liquid Gel 5m (Black) | Php 26.50 | Php _____ | Php _____ |
| 5 | 12 | pcs. | Ballpen, Liquid Gel 5m (Blue) | Php 26.50 | Php _____ | Php _____ |
| 6 | 12 | pcs. | Ballpen, Liquid Gel 5m (Red) | Php 26.50 | Php _____ | Php _____ |
| 7 | 10 | pcs. | Sign Pen, Liquid Gel, 0.5mm needle tip high Quality (Black) | Php 171.00 | Php _____ | Php _____ |
| 8 | 10 | pcs. | Sign Pen, Liquid Gel, 0.5mm needle tip high Quality (Blue) | Php 171.00 | Php _____ | Php _____ |
| 9 | 10 | pcs. | Sign Pen, Liquid Gel, 0.5mm needle tip high Quality (Red) | Php 171.00 | Php _____ | Php _____ |
| 10 | 20 | pcs. | Compact Disk Rewritable (CD-RW) | Php 68.00 | Php _____ | Php _____ |
| 11 | 5 | pcs. | Scissor, Symmetrical, Blade Length: 9" | Php 110.00 | Php _____ | Php _____ |
| 12 | 3 | pcs. | Calculator, 12 Digits Cap, Compact Electronic | Php 692.00 | Php _____ | Php _____ |
| 13 | 34 | boxes | Continous Form, Carbonless, 2 Ply, 11" x 9-1/2", 1000sets/box (280mm x 241mm) 55gsm | Php 1,600.00 | Php _____ | Php _____ |
| 14 | 26 | carts | Continous Form, Carbonless, 3 Ply, 11" x 9-1/2", 500sets/box (280mm x 241mm) 55-50-55gsm | Php 1,050.00 | Php _____ | Php _____ |
| 15 | 20 | pcs. | Correction Tape, Disposable 6 Meter Length | Php 26.00 | Php _____ | Php _____ |
| 16 | 4 | pcs. | Correction Pen, 6mm Disposable | Php 54.00 | Php _____ | Php _____ |
| 17 | 20 | pcs. | Clear Glue (with Sponge Tip) 50CC | Php 30.00 | Php _____ | Php _____ |
| 18 | 2 | jars | Glue, all purpose, 130 grams min | Php 56.00 | Php _____ | Php _____ |
| 19 | 1 | pc. | Stick-Up Padding Glue 1 kg. | Php 200.00 | Php _____ | Php _____ |
| 20 | 3 | pcs. | Ruler metal 12" | Php 65.00 | Php _____ | Php _____ |

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| ABC: Php240,000.00 | | | | | | |
| 21 | 2 | tubes | Cutter Blade, heavy duty cutter, 10pcs/tube | Php 45.00 | Php _____ | Php _____ |
| 22 | 3 | pcs. | Cutter Knife (Heavy Duty) | Php 300.00 | Php _____ | Php _____ |
| 23 | 10 | boxes | Fastener, 50 pcs/box 7cm Plastic asstd. Color | Php 40.00 | Php _____ | Php _____ |
| 24 | 10 | boxes | Fastener, 50 pcs/box, 7cm Metal | Php 55.00 | Php _____ | Php _____ |
| 25 | 4 | boxes | Paper Clip (Metal, Colored) 100s Big | Php 30.00 | Php _____ | Php _____ |
| 26 | 4 | boxes | Paper Clip (Metal, Colored) 100s Small | Php 14.00 | Php _____ | Php _____ |
| 27 | 12 | pcs. | Highlighters asstd. Colors | Php 53.00 | Php _____ | Php _____ |
| 28 | 6 | rolls | Masking Tape 1" 50M | Php 50.00 | Php _____ | Php _____ |
| 29 | 20 | rolls | Tape Transparent 24mm, 50 meters | Php 54.50 | Php _____ | Php _____ |
| 30 | 1 | pc. | Tape Dispenser | Php 120.00 | Php _____ | Php _____ |
| 31 | 70 | boxes | Staple Wire, heavy duty, #35 | Php 50.00 | Php _____ | Php _____ |
| 32 | 4 | pcs. | Stapler, standard type, 200 staples min with remover high quality | Php 550.00 | Php _____ | Php _____ |
| 33 | 4 | pcs. | Staple Remover Plier Type (SRM-303) High Quality | Php 86.00 | Php _____ | Php _____ |
| 34 | 100 | pcs. | Envelope, Expanding, Kraftboard with string and eyelet, Legal size | Php 14.00 | Php _____ | Php _____ |
| 35 | 300 | pcs. | Envelope, Documentary, A4, 150 gsm | Php 4.00 | Php _____ | Php _____ |
| 36 | 300 | pcs. | Envelope, Documentary, legal size, 150 gsm | Php 5.00 | Php _____ | Php _____ |
| 37 | 10 | carts | Envelope, Pay, 4" x 7 1/2" Brown, 500's/cart | Php 428.50 | Php _____ | Php _____ |
| 38 | 1 | pack | Folder (Long) 100/pack | Php 835.00 | Php _____ | Php _____ |
| 39 | 1 | pack | Folder (Short) 100/pack | Php 670.00 | Php _____ | Php _____ |
| 40 | 5 | pcs. | Folder, Expandable, green, legal size 8.5" x 13" carboard | Php 25.00 | Php _____ | Php _____ |
| 41 | 20 | pcs. | Folder, Pressboard, Plain (250mm x 370mm) Legal, 100's/box | Php 25.00 | Php _____ | Php _____ |
| 42 | 1 | box | Pencil w/ eraser, #2, 12pcs/box | Php 112.00 | Php _____ | Php _____ |
| 43 | 12 | pcs. | Pentel Pen permanent (Black) | Php 65.00 | Php _____ | Php _____ |
| 44 | 12 | pcs. | Pentel Pen for white board marker (Black) | Php 75.00 | Php _____ | Php _____ |
| 45 | 2 | boxes | Rubberband, Big Approx. 350 grams | Php 190.00 | Php _____ | Php _____ |
| 46 | 10 | pcs. | Record Book, 101, Stiche w/ printed No..., 7-1/4x10-3/4, 208 pages | Php 81.00 | Php _____ | Php _____ |
| 47 | 10 | pcs. | Record Book, 300 pages serialize (high quality) | Php 120.00 | Php _____ | Php _____ |
| 48 | 10 | pcs. | Record Book, 300 pages (ordinary) | Php 100.00 | Php _____ | Php _____ |
| 49 | 80 | reams | Bond Paper, Short, 8.5" x 11", 500/pcs | Php 298.50 | Php _____ | Php _____ |
| 50 | 120 | reams | Bond Paper, Long, 8.5" x 13", 500/pcs | Php 393.00 | Php _____ | Php _____ |
| 51 | 40 | reams | Bond Paper, A4, 210mm x 297mm, 500/pcs | Php 298.50 | Php _____ | Php _____ |
| 52 | 2 | pcs. | Stamp Pad Ink, Black, 50ml. | Php 40.00 | Php _____ | Php _____ |
| 53 | 1 | pc. | Stamp Pad, Felt Pad, min 60mm x 100mm, #2 | Php 158.00 | Php _____ | Php _____ |
| 54 | 10 | pcs. | Ribbon LQ310 | Php 243.00 | Php _____ | Php _____ |
| 55 | 10 | pcs. | Ribbon for dot matrix Epson LX310 | Php 186.00 | Php _____ | Php _____ |
| 56 | 1 | pc. | Ink Toner,- for Xerox (MP 2014H) | Php 6,165.00 | Php _____ | Php _____ |
| 57 | 1 | pc. | Toner Cartridge TN-116 for Xerox INEO 164 | Php 2,400.00 | Php _____ | Php _____ |
| 58 | 2 | pcs. | Continous Ink for Canon (IP2770) Black | Php 400.00 | Php _____ | Php _____ |
| 59 | 2 | pcs. | Continous Ink for Canon (IP2770) Yellow | Php 400.00 | Php _____ | Php _____ |
| 60 | 2 | pcs. | Continous Ink for Canon (IP2770) Cyan | Php 400.00 | Php _____ | Php _____ |

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| | | | | | | |
|----|----|------|---|--------------|-----------|-----------|
| 61 | 2 | pcs. | Continous Ink for Canon (IP2770) Magenta | Php 400.00 | Php _____ | Php _____ |
| 62 | 10 | pcs. | Ink for Epson Black T664 70ml. | Php 400.00 | Php _____ | Php _____ |
| 63 | 2 | pcs. | Ink for Epson Yellow T664 70ml. | Php 400.00 | Php _____ | Php _____ |
| 64 | 2 | pcs. | Ink for Epson Cyan T664 70ml. | Php 400.00 | Php _____ | Php _____ |
| 65 | 2 | pcs. | Ink for Epson Magenta T664 70ml. | Php 400.00 | Php _____ | Php _____ |
| 66 | 3 | pcs. | Ink HP 680 Colored model: F6V27AA | Php 720.00 | Php _____ | Php _____ |
| 67 | 3 | pcs. | Ink HP 680 Black model: F6V27AA | Php 720.00 | Php _____ | Php _____ |
| 68 | 3 | pcs. | USB Flash Drive 16GB, High Quality | Php 713.00 | Php _____ | Php _____ |
| 69 | 2 | pcs. | Mouse for Computer, USB Type, with keyboard wireless x-x-x-x-x-x-x | Php 1,786.00 | Php _____ | Php _____ |

Total Php _____

 Printed Name/Signature

 Tel. No/Cellphone No.

 Date