

CITY GENERAL SERVICES OFFICE

REQUEST FOR QUOTATION (RFQ) No. 2021-06-386

Shopping

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:

THELMA L. PEREZ
Officer-In-Charge

JOSE LEORIEL B. PASIA
Acting Supply Officer I

ITEM	QTY.	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL
			Office: Urban Settlements Office Charge to: Office Supplies Expenses ABC: Php143,691.93	PR No. 964 OBR No. 100-2105-05160		
1	74	pcs	Ballpoint, black	Php 14.35	Php _____	Php _____
2	60	pcs.	Ballpoint, blue	Php 14.40	Php _____	Php _____
3	71	pcs.	Ballpoint, red	Php 14.45	Php _____	Php _____
4	19	reams	Carbonized Paper, long, 4 colors pads	Php 789.47	Php _____	Php _____
5	3	books	Calummar Book, 24 column	Php 51.66	Php _____	Php _____
6	150	pcs.	Compact Disc, re-writable, 700/box, 10pcs	Php 56.00	Php _____	Php _____
7	3	boxes	Continous Form, carbonless, 3ply/11x14x7/8	Php 1,169.33	Php _____	Php _____
8	60	pcs.	Correction Tape, white	Php 24.00	Php _____	Php _____
9	50	pcs.	Envelope, brown, short	Php 3.52	Php _____	Php _____
10	100	pcs.	Envelope, brown, long	Php 4.40	Php _____	Php _____
11	650	pcs.	Envelope Mailing, long, 500/box	Php 0.73	Php _____	Php _____
12	9	pcs.	Flash Drive, 32GB, USB 2.0	Php 933.33	Php _____	Php _____
13	150	pcs.	Folder, tagboard, A4, 100pcs/pck	Php 4.80	Php _____	Php _____
14	150	pcs.	Folder, tagboard, long, 100pcs/pck	Php 6.40	Php _____	Php _____
15	50	pcs.	Folder, hard, plastic, long	Php 14.40	Php _____	Php _____
16	213	pcs.	Folder, long, expandable	Php 20.75	Php _____	Php _____
17	4	jars	Glue, all purpose, 200 grams w/ applicator	Php 59.25	Php _____	Php _____
18	5	bottles	Ink refill, for Brother DCP-T710W BT60 Bk	Php 405.00	Php _____	Php _____
19	5	bottles	Ink refill, for Brother DCP-T710W BT5000M	Php 280.00	Php _____	Php _____
20	5	bottles	Ink refill, for Brother DCP-T710W BT5000C	Php 280.00	Php _____	Php _____
21	5	bottles	Ink refill, for Brother DCP-T710W BT5000Y	Php 280.00	Php _____	Php _____
22	5	bottles	Ink refill, Tank Wireless 415	Php 368.00	Php _____	Php _____
23	49	pcs.	Marker, flourescent, assorted colors, 3 colors	Php 38.20	Php _____	Php _____
24	10	pcs.	Marking Pen for white board, black	Php 51.20	Php _____	Php _____
25	33	pcs.	Marking Pen, felt-tip, red	Php 50.42	Php _____	Php _____

RFQ No. 2021-06-386

Procurement of Various Office Supplies

ITEM	QTY.	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL
			Office: Urban Settlements Office Charge to: Office Supplies Expenses ABC: Php143,691.93	PR No. 964 OBR No. 100-2105-05160		
26	32	pcs.	Marking Pen, felt-tip, black	Php 50.00	Php _____	Php _____
27	29	pcs.	Marking Pen, felt-tip, blue	Php 50.75	Php _____	Php _____
28	50	pads	Note Pad, stick-on, 2"x3"	Php 28.00	Php _____	Php _____
29	30	boxes	Paper Clip, 32mm, vinyl, plastic coated	Php 7.20	Php _____	Php _____
30	33	boxes	Paper Clip, 32mm, jumbo, plastic coated	Php 14.96	Php _____	Php _____
31	3	boxes	Paper Fastener, non-rust, metal	Php 52.66	Php _____	Php _____
32	44	boxes	Paper Fastener, plastic	Php 38.97	Php _____	Php _____
33	3	reams	Paper, bond, premium grade, A-3	Php 410.00	Php _____	Php _____
34	62	reams	Paper, bond, premium grade, A-4	Php 196.79	Php _____	Php _____
35	62	reams	Paper, bond, premium grade, legal size	Php 281.45	Php _____	Php _____
36	28	pcs.	Pencil, lead, 0.5	Php 70.71	Php _____	Php _____
37	2	pcs.	Pencil Sharpener	Php 149.50	Php _____	Php _____
38	2	pcs.	Pen, Tech, 0.1	Php 230.00	Php _____	Php _____
39	2	pcs.	Pen, Tech, 0.3	Php 230.00	Php _____	Php _____
40	2	pcs.	Pen, Tech, 0.5	Php 230.00	Php _____	Php _____
41	2	pcs.	Pen, Tech, 0.8	Php 230.00	Php _____	Php _____
42	2	pcs.	Puncher, heavy duty, two holes	Php 90.00	Php _____	Php _____
43	13	pcs.	Record Book, 250pp, 215 x 275, thin	Php 84.56	Php _____	Php _____
44	23	pcs.	Record Book, 500pp, 215 x 275, thick	Php 116.58	Php _____	Php _____
45	5	pcs.	Ribbon for Epson FX 2180/LQ 2190, SO 15086	Php 773.28	Php _____	Php _____
46	4	pcs.	Ring Binder	Php 213.75	Php _____	Php _____
47	3	boxes	Rubber Band, rubber, big	Php 193.33	Php _____	Php _____

48	6	pcs.	Ruler, 15cm, stainless steel	Php	20.00	Php	_____	Php	_____
49	4	pcs.	Scissors, size 8 1/2	Php	90.00	Php	_____	Php	_____
50	163	pcs.	Sign Pen, black, 0.7	Php	119.63	Php	_____	Php	_____
51	5	pads	Stamp Pad, felt pad	Php	32.00	Php	_____	Php	_____
52	6	bottles	Stamp Pad Ink, bottle, 50ml. w/ applicator	Php	41.66	Php	_____	Php	_____
53	23	boxes	Stamp Wire, #35	Php	76.69	Php	_____	Php	_____
54	4	pcs.	Stapler, heavy duty	Php	412.50	Php	_____	Php	_____
55	16	pcs.	Tape, masking, 1"	Php	40.62	Php	_____	Php	_____
56	20	pcs.	Tape, transparent, 1"	Php	30.40	Php	_____	Php	_____
57	4	crts.	Toner, cartridge, Photocopier	Php	1,800.00	Php	_____	Php	_____
			x-x-x-x-x-x-x-x-x-x			Per Lot Basis 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