

CITY GENERAL SERVICES OFFICE

REQUEST FOR QUOTATION (RFQ) No. 2021-07-438

Shopping  
July 14, 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 such 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
- d. Income/Business Tax Return
- e. Omnibus Sworn Statement

Canvassed By:

NENITA C. FLORES  
Acting Supply Officer I

THELMA L. PEREZ  
Officer-In-Charge

ITEM	QTY.	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL
			Office: City Legal Office Charge to: Office Supplies Expenses ABC: Php63,402.00	PR. No. 1036 OBR No. 100-2106-05605		
1	15	pcs.	Ballpen, black	Php 12.00	Php _____	Php _____
2	5	pcs.	Binder Clips, 3/4", 12's	Php 16.00	Php _____	Php _____
3	25	pcs.	CD, rewritable	Php 72.00	Php _____	Php _____
4	19	rms.	Copy paper, 8-1/2 x 13, 70 gsm	Php 355.00	Php _____	Php _____
5	14	rms.	Copy paper, 8-1/2 x 11, 70 gsm	Php 300.00	Php _____	Php _____
6	7	pcs.	Correction Tape, 8m	Php 51.00	Php _____	Php _____
7	4	pcs.	Data file boxes, 5" x 9" x 15-3/4	Php 135.00	Php _____	Php _____
8	2	packs.	Battery, AAA, 2 pcs./pack	Php 100.00	Php _____	Php _____
9	3	packs.	Battery, AA, 2 pcs./pack	Php 72.00	Php _____	Php _____
10	4	pcs.	Ribbon Cartridge, LQ-2190, for Epson Printer	Php 1,520.00	Php _____	Php _____
11	10	bxs.	Clips, paper, vinyl, small	Php 15.00	Php _____	Php _____
12	5	bxs.	Clips, paper, vinyl, big	Php 29.00	Php _____	Php _____
13	3	pcs.	Glue, 130g., all-purpose	Php 59.00	Php _____	Php _____
14	10	pcs.	Flash Drive, 16GB	Php 720.00	Php _____	Php _____
15	5	bxs.	Binder Clips, 2"	Php 48.00	Php _____	Php _____
16	10	pcs.	Sign Pen, 0.5, needle tip, blue	Php 80.00	Php _____	Php _____
17	10	pcs.	Sign Pen, 0.5, needle tip, blk.	Php 80.00	Php _____	Php _____
18	5	pcs.	Stapler, No. 35, with remover	Php 560.00	Php _____	Php _____
19	3	pcs.	Ink for Printer IP-2770, #810, black	Php 1,426.00	Php _____	Php _____
20	3	pcs.	Ink for Printer IP-2779, #811, colored	Php 1,801.00	Php _____	Php _____

RFQ No. 2021-07-138  
Procurement of Various Office Supplies

ITEM	QTY.	ARTICLE AND DESCRIPTION	UNIT	CEILING PRICE	UNIT PRICE	TOTAL
Office: City Legal Office Charge to: Office Supplies Expenses ABC: Php63,402.00						
21	4	Ink Cartridge for L110 Printer, Cyan	pcs.	Php 413.00	Php	Php
22	4	Ink Cartridge for L110 Printer, Magenta	pcs.	Php 413.00	Php	Php
23	4	Ink Cartridge for L110 Printer, Yellow	pcs.	Php 413.00	Php	Php
24	5	Ink Deskjet No. 678 for HP, colored	pcs.	Php 596.00	Php	Php
25	5	Ink Deskjet No. 678 for HP, black	pcs.	Php 596.00	Php	Php
26	5	Type, transparent, 1"	pcs.	Php 36.00	Php	Php
27	5	Ruled Pad, 216mm x 330mm	pads	Php 60.00	Php	Php
28	10	Notebook 3" x 4", stick-note	pads	Php 60.00	Php	Php
29	3	Rubber band, No. 18, transparent	bxs.	Php 260.00	Php	Php
30	3	Puncher, 2 hole guide	pcs.	Php 273.00	Php	Php
31	10	Marking pen, black	pcs.	Php 69.00	Php	Php
32	5	Highlighter pen, assorted colors	pcs.	Php 80.00	Php	Php
33	10	Fastener, non-sharp edge	bxs.	Php 55.00	Php	Php
34	5	Folder, long, plain	packs	Php 700.00	Php	Php
35	3	Staple remover, plier type	pcs.	Php 108.00	Php	Php
36	2	Keyboard, for computer, USB type	pcs.	Php 556.00	Php	Php
37	2	Mouse for computer, USB type	pcs.	Php 420.00	Php	Php
XXXXXXXXXXXXXXXXXX						Per Lot Basis Total: Php

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 \_\_\_\_\_