

CITY GENERAL SERVICES OFFICE

REQUEST FOR PRICE QUOTATION (RFQ) NO. 2021-07-460

Shopping  
July 27, 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 / SEC Certificate of Registration with Secretary's Certificate
  - 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

CLARK BENZON L. CASUCO  
Acting Supply Officer I

ITEM	QTY.	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL PRICE
			Office: Office of the Vice Mayor Charge to: Office Supplies Expenses ABC: Php120,000.00	PR No. 1112 OBR No. 100-2107-06774		
1	10	boxes	Clip, Backfold 1" (32mm) pack	Php 90.00	Php _____	Php _____
2	10	boxes	Clip, Backfold 1/2" (19mm) pack	Php 60.00	Php _____	Php _____
3	20	pcs.	Correction Tape	Php 60.00	Php _____	Php _____
4	5	boxes	Rubber Band (#18), 70mm	Php 400.00	Php _____	Php _____
5	5	packs	Folder, tagboard A4, smooth finished 100s	Php 900.00	Php _____	Php _____
6	5	packs	Folder, tagboard Legal, smooth finished 100s	Php 1,000.00	Php _____	Php _____
7	30	pcs.	USB Flash drive, 16gb high quality	Php 1,060.00	Php _____	Php _____
8	2	pcs.	Riso Ink (F type)	Php 9,000.00	Php _____	Php _____
9	5	jars	Glue, 200 grams	Php 90.00	Php _____	Php _____
10	4	boxes	Paper clip, 33 mm, 100pcs/box	Php 25.00	Php _____	Php _____
11	3	pcs.	Puncher, Paper, heavy duty	Php 350.00	Php _____	Php _____
12	10	pcs.	Staple remover, plier type high quality	Php 120.00	Php _____	Php _____
13	10	pcs.	Stapler, standard type high quality	Php 500.00	Php _____	Php _____
14	10	pcs.	Tape dispenser, table top	Php 300.00	Php _____	Php _____
15	10	rolls	Tape, transparent width: 24mm	Php 60.00	Php _____	Php _____
16	60	reams	Paper, Multi-purpose, 80gsm, A4	Php 300.00	Php _____	Php _____
17	60	reams	Paper, Multi-purpose, 80gsm, Legal	Php 400.00	Php _____	Php _____
18	10	books	Record Book, 300 pages	Php 100.00	Php _____	Php _____
19	10	books	Record Book, 500 pages	Php 150.00	Php _____	Php _____
			x-x-x-x-x-x-x-x 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