

CITY GENERAL SERVICES OFFICE

REQUEST FOR PRICE QUOTATION (RFQ) NO. 2021-07-463

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
			Office: Manila City Council Charge to: Office Supplies Expenses ABC: Php887,075.50	PR No 1126 OBR No. 100-2107-06791		
1	1	pc.	Drum for Ineo 226/pc	Php 23,287.50	Php _____	Php _____
2	2	pouch	Developer for Ineo 226/pouch	Php 3,415.50	Php _____	Php _____
3	20	bottles	Ink for Riso SF 5130/bottle	Php 5,433.75	Php _____	Php _____
4	17	rolls	Master Roll for Riso SF 5130/roll	Php 8,538.75	Php _____	Php _____
5	2	pcs.	Computer mouse/pc	Php 1,902.00	Php _____	Php _____
6	2	pcs.	Computer keyboard/pc	Php 1,512.25	Php _____	Php _____
7	1	pouch	Developer DV 411 Ineo 363/pouch	Php 25,616.25	Php _____	Php _____
8	3	bottles	Toner TN 414 Ineo 363/bottle	Php 27,247.00	Php _____	Php _____
9	6	bottles	Toner TNT 116 Develop/bottle	Php 15,047.75	Php _____	Php _____
10	12	bottles	Ink for Rizo EZ 331-A/bottle	Php 11,643.75	Php _____	Php _____
11	8	rolls	Master Roll for Riso EZ 331-A/roll	Php 24,063.75	Php _____	Php _____
12	1	bottle	Toner TN321 Black/bottle	Php 19,220.00	Php _____	Php _____
13	8	bottles	Toner for Ineo 226/bottle	Php 5,899.50	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