

CITY GENERAL SERVICES OFFICE

REQUEST FOR QUOTATION (RFQ) No. 2021-07-443

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:


REYNALYN B. ASUNCION
Acting Supply Officer I

THELMA L. PEREZ
Officer-In-Charge

ITEM	QTY.	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL PRICE
			Office: Manila Health Department Charge to: Office Supplies Expenses ABC: Php499,998.00	PR No. 1056 OBR No. 100-2106-06309		
1	200	ream	Paper Mimeo, whitewove, long	Php 239.00	Php _____	Php _____
2	200	ream	Paper Mimeo, whitewove, A4	Php 208.00	Php _____	Php _____
3	250	ream	Paper Copy, 8.5 x 13, 80 gsm, long	Php 355.00	Php _____	Php _____
4	100	ream	Paper Copy, 8.5 x 11, 80 gsm A4	Php 312.00	Php _____	Php _____
5	200	pack	Colored Paper 10 sheets assorted 9x12	Php 16.00	Php _____	Php _____
6	1,000	pc	Folder, file tagboard, long	Php 12.00	Php _____	Php _____
7	10	box	Envelope, document, brown, long, 10"x15", 50s	Php 292.00	Php _____	Php _____
8	30	jar	Paste, solidw/waterwell & applicator 200 gms	Php 63.00	Php _____	Php _____
9	30	bots	Glue, multi purpose, 130 g	Php 89.00	Php _____	Php _____
10	60	pcs	Record book, 500 pages 215mmx275mm	Php 126.00	Php _____	Php _____
11	50	pcs	Correction tape, 8 meters	Php 51.00	Php _____	Php _____
12	20	pc	Correction fluid, water base, 15 ml	Php 48.00	Php _____	Php _____
13	20	box	Fastener paper, metal 50's/box	Php 55.00	Php _____	Php _____
14	20	pc	Data file box, chipboard, closed ends	Php 470.00	Php _____	Php _____
15	30	box	Paper clip, plastic coated, small	Php 15.00	Php _____	Php _____
16	30	box	Paper clip, plastic coated, big	Php 29.00	Php _____	Php _____
17	10	pcs	Tape Dispenser	Php 130.00	Php _____	Php _____
18	80	pcs	Tape, transparent 1" 24mmx50mts thick	Php 20.00	Php _____	Php _____
19	50	rolls	Tape, masking, 1", 50 m thick	Php 68.00	Php _____	Php _____
20	20	rolls	Tape, packaging, 2", 50 m	Php 53.00	Php _____	Php _____

ITEM	QTY.	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL
			Office: Manila Health Department			PR No. 1056
			Charge to: Office Supplies Expenses			OBR No. 100-2106-06309
			ABC: Php499,998.00			
21	10	pcs	Stapler, heavy duty	Php 578.00	Php _____	Php _____
22	70	box	Staple wire #35	Php 103.00	Php _____	Php _____
23	10	pcs	Staple remover, plier type	Php 108.00	Php _____	Php _____
24	300	pcs	Ballpen, black	Php 12.00	Php _____	Php _____
25	300	pcs	Ballpen, red	Php 12.00	Php _____	Php _____
26	250	pcs	Ballpen, blue	Php 12.00	Php _____	Php _____
27	10	set	Marker, fluorescent 3 colors/set	Php 256.00	Php _____	Php _____
28	100	pcs	Pencil, lead w/eraser #2	Php 12.50	Php _____	Php _____
29	50	pcs	Eraser Rubber	Php 7.00	Php _____	Php _____
30	20	pcs	Ruler, plastic 12"	Php 50.00	Php _____	Php _____
31	20	pcs	Scissors 8 "	Php 90.00	Php _____	Php _____
32	110	pcs	Marking Pen for whiteboard, black	Php 79.00	Php _____	Php _____
33	10	pcs	Eraser, felt for blackboard/whiteboard	Php 53.00	Php _____	Php _____
34	10	pc	Whiteboard 3 x 4	Php 2,100.00	Php _____	Php _____
35	60	pcs	Permanent marker, black	Php 69.00	Php _____	Php _____
36	25	pcs	Permanent marker, red	Php 69.00	Php _____	Php _____
37	60	bots	Printer Ink, Epson, #003 Black	Php 378.00	Php _____	Php _____
38	30	bots	Printer Ink, Epson, #003 Blue	Php 415.00	Php _____	Php _____
39	30	bots	Printer Ink, Epson, #003 Magenta	Php 415.00	Php _____	Php _____
40	30	bots	Printer Ink, Epson, #003 Yellow	Php 415.00	Php _____	Php _____
41	36	pcs	Ink, Ribbon , Epson LQ 2190	Php 1,260.00	Php _____	Php _____
42	10	pcs	Ink for BP 150 Risograph	Php 2,525.00	Php _____	Php _____
43	10	pcs	Puncher, paper,heavy duty,w/2 holeguide	Php 273.00	Php _____	Php _____
44	10	box	Rubber Band #18, transparent, 445 gms	Php 215.00	Php _____	Php _____
45	14	bots	Ink for Stamp Pad with applicator, violet	Php 42.00	Php _____	Php _____
46	10	pcs	Staple remover, plier type	Php 108.00	Php _____	Php _____
47	10	pcs	Flash drive, 32 GB	Php 710.00	Php _____	Php _____
48	10	pcs	Calculator 12 digits	Php 650.00	Php _____	Php _____
49	10	pcs	Stamp Pad felt pad	Php 1,660.00	Php _____	Php _____
50	30	pcs	Illustration Board whole (30 x 40)	Php 100.50	Php _____	Php _____
			X-X-X-X-X-X-X-X-X-X-X		PER LOT BASIS TOTAL	Php _____

Printed Name/Signature

Tel. No/Cellphone No.

Date