

CITY GENERAL SERVICES OFFICE

REQUEST FOR QUOTATION (RFQ) No. 2021-09-589

NP-Small Value Procurement

September 13, 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: Department of Assessment<br>City Personnel Office | P.R. No. 1412 Php500,520.00<br>P.R. No. 1400 Php 98,915.00<br>ABC: Php599,435.00 | OBR. No. 100-2108-07777<br>OBR. No. 100-2108-07567 |           |
|      |      |           | Charge to: M.O.O.E- Other Supplies and Materials Expenses |  |  |           |
|      |      |           | Dept. of Assessment<br>P.R. No. 1412-Php500,520.00        |  |  |           |
| 1    | 16   | pcs.      | ANTI VIRUS, for 5 devices, 2 years warranty               | Php 5,000.00   | Php _____  | Php _____ |
| 2    | 1    | pc.       | Anti-Virus for Server (2 years)                           | Php 28,000.00  | Php _____  | Php _____ |
| 3    | 8    | units     | Water Dispenser Hot & Cold                                | Php 6,428.00   | Php _____  | Php _____ |
| 4    | 16   | cans      | AIR FRESHNER, aerosol, 300 ml/ in can                     | Php 270.00   | Php _____  | Php _____ |
| 5    | 400  | bottles   | Alcohol, ethyl, 68% scented, 500ml/bottle                 | Php 170.00   | Php _____  | Php _____ |
| 6    | 16   | pcs.      | Broom, soft (tambo), high quality                         | Php 286.00   | Php _____  | Php _____ |
| 7    | 16   | pcs.      | Broom, stick (tingting), high quality no handle           | Php 43.00  | Php _____  | Php _____ |
| 8    | 16   | pcs.      | Dust Pan, plastic w/handle                                | Php 115.00   | Php _____  | Php _____ |
| 9    | 8    | cans      | Furniture Cleaner, 330ml/can min. anti-dust high quality  | Php 425.00   | Php _____  | Php _____ |
| 10   | 20   | cans      | Insecticide, Spray (aerosol type 500ml) kerosone based    | Php 600.00   | Php _____  | Php _____ |
| 11   | 24   | kilos     | Rags, cotton, (7") in diameter, 20 pcs/kg                 | Php 110.00   | Php _____  | Php _____ |
| 12   | 160  | packs     | Toilet Tissue Paper, 3 ply sheets, 12rolls/pack, high     | Php 450.00   | Php _____  | Php _____ |
| 13   | 4    | pcs.      | Thermal Scanner and Automatic Alcohol Dispenser 2in1      | Php 5,999.00   | Php _____  | Php _____ |
| 14   | 4    | container | Water Container 70 Liters -Quadro                         | Php 1,199.00   | Php _____  | Php _____ |
| 15   | 120  | pcs.      | Trash Can, swing with cover small 5L                      | Php 129.00   | Php _____  | Php _____ |
| 16   | 4    | sets      | Trashbin 3pcs/set with stand frame                        | Php 15,520.00  | Php _____  | Php _____ |
| 17   | 40   | rolls     | Trashbag, (XXXL) 19.5x19.5 black 100's                    | Php 979.00   | Php _____  | Php _____ |
| 18   | 400  | pcs.      | Plastic Bag, Size: XXL- transparent                       | Php 25.00  | Php _____  | Php _____ |
| 19   | 1    | units     | Utility Cart, multipurpose, heavy duty                    | Php 10,400.00  | Php _____  | Php _____ |
| 20   | 8    | gals.     | SANITATION MAT: 13.5" x 17" 1                             | Php 715.00   | Php _____  | Php _____ |

Sub total:

Office: Department of Assessment  
 City Personnel Office

P.R. No. 1412 Php500,520.00 OBR. No. 100-2108-07777  
 P.R. No. 1400 Php 98,915.00 OBR. No. 100-2108-07567  
 ABC: Php599,435.00

Charge to: M.O.O.E- Other Supplies and Materials Expenses

City Personnel Office  
 P.R. No. 1400-Php98,915.00

|    |    |         |   |     |          |          |          |
|----|----|---------|---|-----|----------|----------|----------|
| 1  | 70 | btls.   | Alcohol, 75%, 500 ml. with moisturizer, high quality        | Php | 120.00   | Php_____ | Php_____ |
| 2  | 12 | gals.   | Alcohol, rubbing, isoprophyl, 1 gal.                        | Php | 650.00   | Php_____ | Php_____ |
| 3  | 10 | gals.   | Disinfectant Cleaner, liquid concentrated, 3.785ltr/gal     | Php | 520.00   | Php_____ | Php_____ |
| 4  | 30 | cans    | Disinfectant Spray, 340 grams net content, high qualit      | Php | 540.00   | Php_____ | Php_____ |
| 5  | 30 | pcs.    | Doormat, Standard size                                      | Php | 84.00    | Php_____ | Php_____ |
| 6  | 5  | kls.    | Rags, cotton, (7") in diameter, 32 pcs. kg.                 | Php | 125.00   | Php_____ | Php_____ |
| 7  | 6  | gals.   | Sodium Hypochlorite, gallon size                            | Php | 220.00   | Php_____ | Php_____ |
| 8  | 10 | gals.   | Total Bowl cleaner, 1 L.                                    | Php | 250.00   | Php_____ | Php_____ |
| 9  | 40 | packs   | Toilet Tissue Paper, 2 ply sheets, 12 rolls/pack,high qlty. | Php | 150.00   | Php_____ | Php_____ |
| 10 | 15 | packs   | Trashbag, (XXL) 37" x 40", 18.5x18.5 black, 100's           | Php | 850.00   | Php_____ | Php_____ |
| 11 | 15 | cans    | Air Freshener, aerosol, 300ml.                              | Php | 270.00   | Php_____ | Php_____ |
| 12 | 60 | pouches | Detergent Powder, all purpose, 500g.                        | Php | 139.00   | Php_____ | Php_____ |
| 13 | 5  | pcs.    | Dust pan, plastic, with handle                              | Php | 116.00   | Php_____ | Php_____ |
| 14 | 10 | cans    | Furniture Cleaner, 330ml. (anti-dust high qlty.)            | Php | 425.00   | Php_____ | Php_____ |
| 15 | 15 | btls.   | Hand Wash (anti-bacterial soap) 450ml./btl.                 | Php | 224.00   | Php_____ | Php_____ |
| 16 | 5  | gals.   | Disinfectant Germicidal Odor for Fogger Atomizer            | Php | 1,715.00 | Php_____ | Php_____ |
| 17 | 31 | pcs.    | Toilet Deodorizer, refill, 5gm.                             | Php | 41.00    | Php_____ | Php_____ |
| 18 | 4  | sets    | Tornado Mop Dimension 48x15x6cm/set                         | Php | 936.00   | Php_____ | Php_____ |
| 19 | 2  | sets    | Sanitation Mat  | Php | 715.00   | Php_____ | Php_____ |
|    |    |         | Foot Bath Mat   |     |          |          |          |
|    |    |         | xxxxxxxxxxx   |     |          |          |          |

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