

CITY GENERAL SERVICES OFFICE

REQUEST FOR QUOTATION (RFQ) No. 2022-02-86

NP-Small Value Procurement

February 23, 2022

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 Certificate of Registration
  - 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

ANTONIO L. SALMOS JR.  
Acting Supply Officer I

| ITEM                    | QTY. | UNIT  | ARTICLE AND DESCRIPTION   | CEILING PRICE                        | UNIT PRICE | TOTAL     |
|-------------------------|------|-------|---|--------------------------------------|------------|-----------|
|                         |      |       | Office: City Legal Office<br>Php 18,900.00  | PR No. 371<br>OBR No. 100-2202-00759 |            |           |
|                         |      |       | City Personnel Office<br>Php 75,000.00  | PR No. 304<br>OBR No. 100-2201-00573 |            |           |
|                         |      |       | City Treasurer's Office<br>Php 366,560.00   | PR No. 365<br>OBR No. 100-2202-01000 |            |           |
|                         |      |       | City Personnel Office<br>Php 17,000.00  | PR No. 310<br>OBR No. 100-2201-00574 |            |           |
|                         |      |       | Charge to: Printing and Publication Expenses<br>ABC: Php477,460.00  |                                      |            |           |
| <b>CLO - PR NO. 317</b> |      |       |   |                                      |            |           |
| 1                       | 8    | pds   | Obligation Request forms, 5 sheets/set,<br>50 sets/pd, carbonless, 8 1/2 x 11   | Php900.00                            | Php _____  | Php _____ |
| 2                       | 8    | pds   | Journal Entry Voucher, 8 1/2 x 11, 5 sheets/set,<br>50 sets/pd, carbonless  | Php900.00                            | Php _____  | Php _____ |
| 3                       | 5    | pds   | Disbursement Voucher forms, 8 1/2 x 11,<br>5 sheets/set, 50 sets/pad, carbonless  | Php900.00                            | Php _____  | Php _____ |
| TOTAL: Php18,900.00     |      |       |   |                                      |            |           |
| <b>CPO - PR NO. 304</b> |      |       |   |                                      |            |           |
| 1                       | 500  | pcs   | Manila City Hall ID for Regular employees<br>- Double sided print, durable, PVC, ID<br>sizes: 3.375" x 2.125" with extra lamination,<br>panel hole with customized lanyard<br>size: 3/4" x 35", lanyard color: Blue | Php150.00                            | Php _____  | Php _____ |
| TOTAL: Php75,000.00     |      |       |   |                                      |            |           |
| <b>CTO - PR NO. 365</b> |      |       |   |                                      |            |           |
| 1                       | 100  | pcs   | Green Folder 13" x 9" x 1 1/2"  | Php 250.00                           | Php _____  | Php _____ |
| 2                       | 2    | reams | Letter Head,<br>letter size, short bond, 500pcs/ream  | Php 2,760.00                         | Php _____  | Php _____ |
| 3                       | 8    | box   | Letter Envelope w/ CTO logo,<br>window legal size, 500pcs/box   | Php1,300.00                          |            |           |

| ITEM | QTY.  | UNIT  | ARTICLE AND DESCRIPTION  | CEILING PRICE | UNIT PRICE | TOTAL    |
|------|-------|-------|--|---------------|------------|----------|
| 4    | 240   | pcs   | File folder for SOR w/ screw                                   | Php250.00     | Php_____   | Php_____ |
| 5    | 1,400 | pcs   | Index card for RPT   | Php70.00      | Php_____   | Php_____ |
| 6    | 100   | pads  | Report of Collection and Deposit,<br>3pcs/set, 50sets/pad      | Php750.00     | Php_____   | Php_____ |
| 7    | 70    | pads  | Abstract of Miscellaneous Collection<br>100pcs/pad             | Php640.00     | Php_____   | Php_____ |
| 8    | 20    | books | Official Cash Book (Red cover) 100leaves/book                  | Php800.00     | Php_____   | Php_____ |
| 9    | 40    | pcs   | CTO Corrugated box, 19" x 11 1/2 x 11"/pc                      | Php255.00     | Php_____   | Php_____ |
| 10   | 100   | pcs   | Index Card for salary card 21em x 27em<br>back and front print | Php100.00     | Php_____   | Php_____ |
| 11   | 50    | pcs   | Index Card for accountable forms<br>back and front print       | Php84.00      | Php_____   | Php_____ |
| 12   | 2     | pads  | Obligation Request, 5pcs/set, 50sets/pad                       | Php930.00     | Php_____   | Php_____ |
| 13   | 2     | pads  | Purchase Request, 3pcs/set, 50sets/pad                         | Php930.00     | Php_____   | Php_____ |
| 14   | 2     | pads  | Disbursement Voucher, 5pcs/set, 50sets/pad                     | Php930.00     | Php_____   | Php_____ |
| 15   | 2     | pads  | Journal Entry Voucher, 3pcs/set, 50sets/pad                    | Php930.00     | Php_____   | Php_____ |

TOTAL: Php366,560.00  
CPO - PR NO. 310

|   |    |     |   |              |          |          |
|---|----|-----|---|--------------|----------|----------|
| 1 | 10 | pad | Appointment terms<br>- Original, imported, pink special<br>paper, 120lbs., 8.5" x 14", back to back<br>printing, 2nd, 3rd, 4th, copies<br>colored paper 4 copies/set, 50sets/pad<br>TOTAL: Php17,000.00 | Php 1,700.00 | Php_____ | Php_____ |
|---|----|-----|---|--------------|----------|----------|

X-X-X-X-X-X-X-X-X-X

Per Lot Basis Total . . . . . Php \_\_\_\_\_  
vvvvvvvvvvvvvvvvvv

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.

\_\_\_\_\_  
Date