

Republic of the Philippines
City of Manila
CITY GENERAL SERVICES OFFICE
REQUEST FOR QUOTATION (RFQ) No. 2022-02-87
Shopping
February 22, 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 412, 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 Certificate
 - d. Income/Business Tax Return
 - e. Omnibus Sworn Statement

Canvassed By:


ERWIN M. BUNZALAN
Supply Officer II

THELMA L. PEREZ
Officer-In-Charge

ITEM	QTY.	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL
Office: Department of Tourism, Culture and Arts of Manila PR No. 321						
Charge to: Office Supplies Expenses				OBR No. 100-2201-00540		
ABC: Php163,358.12						
1.	30	pcs	Ballpen, 10-Black, 8-Red and 8-Blue	Php 12.00	Php _____	Php _____
2.	4	pcs	Calculator	Php 855.00	Php _____	Php _____
3.	6	pcs	Canon Pixma, 810 Black	Php 950.66	Php _____	Php _____
4.	4	pcs	Canon Pixma, 811 Tri-Color	Php 1,879.00	Php _____	Php _____
5.	1	box	Continous Forms, with Carbon, 2 Ply 11"x14 7/8" 2000 sheets/Box (280mm x 378mm), 70gsm	Php 3,943.20	Php _____	Php _____
6.	5	pcs	DVD Re-Writable with Case	Php 1,786.00	Php _____	Php _____
7.	6	rolls	Double Adhesive Tape, 1" x 10 m	Php 45.00	Php _____	Php _____
8.	100	pcs	Envelope, Expanding, Kraftboard, Short	Php 16.00	Php _____	Php _____
9.	100	pcs	Envelope, Expanding, Kraftboard, Legal	Php 18.00	Php _____	Php _____
10.	6	packs	Envelope, White for CD/DVD, 100's/pack	Php 120.00	Php _____	Php _____
11.	200	pcs	Folder, Short Size	Php 9.00	Php _____	Php _____
12.	200	pcs	Folder, Legal Size	Php 10.50	Php _____	Php _____
13.	5	pcs	Friction Pen, Black, .05mm tip	Php 110.00	Php _____	Php _____
14.	10	pcs	Marker, flourescent, 3 Colors/Set	Php 126.00	Php _____	Php _____
15.	6	pcs	Licensed Office Application Software 2019	Php 8,525.20	Php _____	Php _____
16.	2	pcs	Mouse Optical USB	Php 758.00	Php _____	Php _____
17.	20	pads	Note Pad, (3" x 4"), 100 Sheets/Pad 72 gsm min. assorted Colors	Php 180.00	Php _____	Php _____
18.	100	sets	Paper, Parchment, 8"x11", 80 gsm, 10's/set	Php 36.00	Php _____	Php _____
19.	32	reams	Paper, Copy (216mmx330mm)legal, 80 gsm	Php 368.43	Php _____	Php _____
20.	32	reams	Paper, Copy (210mmx297mm)A4, 80 gsm	Php 326.25	Php _____	Php _____
21.	10	reams	Paper, Photo Glossy 210 gsm, 10's/pack	Php 202.00	Php _____	Php _____
22.	20	pcs	Plastic Envelope, w/button, clear, long, expanding	Php 39.00	Php _____	Php _____
23.	8	pcs	Puncher, heavy duty	Php 458.00	Php _____	Php _____
24.	4	pcs	Record Book, 300 Pages, 214mm x 278mm min.	Php 252.00	Php _____	Php _____
25.	20	pcs	Sign Pen, Liquid Gel Ink, Black, .5mm Needle Tip	Php 126.00	Php _____	Php _____
26.	20	pcs	Sign Pen, Liquid Gel Ink, Blue, .5mm Needle Tip	Php 126.00	Php _____	Php _____
27.	20	sets	Specialty Paper, 80 gsm, 8 1/2 x 11, 10's/set	Php 28.00	Php _____	Php _____
28.	20	sets	Specialty Paper, 80 gsm, 8 1/2 x 13, 10's/set	Php 33.00	Php _____	Php _____
29.	40	boxes	Staple Wire No.35/6mm/5,000 staples	Php 65.00	Php _____	Php _____
30.	16	pcs	Stapler No. 36 Heavy Duty with remover	Php 525.00	Php _____	Php _____

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OBR No. 100-2201-00540

31.	16	pes	Scissors, 8"	Php 86.00	Php _____	Php _____
32.	8	pes	USB Flashdrive, 16 GB	Php 1,560.00	Php _____	Php _____
33.	8	pes	Tape Dispenser, Table Top, heavy duty, big	Php 285.00	Php _____	Php _____
34.	10	rolls	Tape Transparent, 24mm, 50 Meters X-X-X-X-X-X-X-X	Php 42.00	Php _____	Php _____
					TOTAL	Php _____ VVVVVVVVVVVVVVVV

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