

CITY GENERAL SERVICES OFFICE

REQUEST FOR QUOTATION (RFQ) No. 2022-04-144

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:

JOSE LEORIEL B. PASIA
Acting Supply Officer I

THELMA L. PEREZ
Officer-In-Charge

ITEM	QTY.	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL
			Office: Office of the City Prosecutor Charge to: Office Supplies Expenses ABC: Php137,266.00	PR No. 452 OBR No. 100-2203-02757		
1	40	pcs.	Ballpen, black, red, blue	12.00	Php _____	Php _____
2	20	reams	Bond Paper, short premium grade, 8.5 x 11, 70gsm.	300.00	_____	_____
3	60	reams	Bond Paper, Long premium grade, 8.5 x 13, 70gsm.	355.00	_____	_____
4	20	boxes	Carbon Film, Long, 100's, (blue)	600.00	_____	_____
5	20	boxes	Clip paper, 32mm., 100's	23.00	_____	_____
6	20	boxes	Clip paper, 48mm., 100's	59.00	_____	_____
7	2	boxes	Continous Forms, carbonless, 3 ply, 11" x 14-7/8", 500 sets/box, (280mm. x 378mm.), 55-50-55 gsm.	2,429.00	_____	_____
8	2	boxes	Continous Forms, carbonless, 3 ply, 11" x 9-1/2", 500 sets/box, (280mm. x 241mm.), 55-50-55 gsm.	1,500.00	_____	_____
9	20	pcs.	Correction Tape, 5mm. x 8meters	44.00	_____	_____
10	4	pcs.	Data File Box, (125mm. x 230mm. x 400mm. Min.) made of chipboard, with closed ends	465.00	_____	_____
11	20	packs	Time Card, IWATA bundy clock, 100's	130.00	_____	_____
12	20	boxes	Envelope, document, brown, long, 10" x 15", 50's	200.00	_____	_____
13	20	boxes	Envelope, mailing, white, 500s/box, 70gsm., long, #10	858.00	_____	_____
14	10	packs	Folder, Long, 100pcs., (white)	642.00	_____	_____
15	4	pcs.	Ribbon, for Time Recorder (two colors: black & red)	340.00	_____	_____
16	20	pcs.	Marker, permanent, black, bullet type	60.00	_____	_____
17	40	reams	Paper, Onion Skin, Long, 500pcs./ream	313.00	_____	_____
18	20	pads	Paper, Pad, ruled, 90 leaves/pad	30.00	_____	_____
19	20	jars	Glue, white, 130 gms., (118ml.), (branded)	85.00	_____	_____

ITEM	QTY.	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL
			Office: Office of the City Prosecutor Charge to: Office Supplies Expenses ABC: Php137,266.00	PR No. 452 OBR No. 100-2203-02757		
20	20	pcs.	Pencil, lead w/eraser, #1, #2, good quality	13.00	Php _____	Php _____
21	20	books	Record Book, 500 pages, 214mm. x 278mm. Min., high quality	125.00	_____	_____
22	2	pcs.	Ruler, metal, 12"	65.00	_____	_____
23	20	cart.	Ribbon Cartridge, EPSON, #8750	215.00	_____	_____
24	20	cart.	Ribbon for EPSON, LX310 printers, black, C13S015632	358.00	_____	_____
25	20	boxes	Rubber band, big, 350gms., #18	298.00	_____	_____
26	4	inks	Ink, original, Epson 664, Black, 70ml., bottle	390.00	_____	_____
27	4	pcs.	Scissors, symmetrical, blade length: 9"	113.00	_____	_____
28	2	inks	Stamp Pad Ink, violet, 30ml.	85.00	_____	_____
29	4	pcs.	Stamp Pad, felt pad	142.00	_____	_____
30	4	pcs.	Tape Dispenser, tabletop, heavy duty, (big)	285.00	_____	_____
31	4	rolls	Tape, masking, 1 inch. x 25yard	61.00	_____	_____
32	4	rolls	Tape, packaging, clear, 1.5"x 100 meters	43.00	_____	_____
33	20	boxes	Fastener paper, metal, 50's	55.00	_____	_____
34	1	cart.	Ribbon Cart, Epson, (SO15086), Black	1,186.00	_____	_____
35	1	unit	External Hard Drive, 3.0, 2TB.	7,428.00	_____	_____
36	20	boxes	Staple, Full strip, 500pcs./box, no.35-5m.	75.00	_____	_____
37	1	pack	CD Recordable, 4.7 GB./50pcs.	929.00	_____	_____
38	1	film	Laminating Film, Roll, 12in. x 100m. x 125 mic.	929.00	_____	_____
x-x-x-x-x-x-x-x-x-x					Total: Php _____	
					vvvvvvvvvvvv	

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