

Republic of the Philippines
 City of Manila
CITY GENERAL SERVICES OFFICE
REQUEST FOR PRICE QUOTATION
 (Small Value Procurement)

Date : February 15, 2018
 Quotation No. 2018-02-18

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. Delivery period shall be within fifteen (15) calendar days upon receipt of Notice to Proceed.
2. 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.
3. Price validity shall be for a maximum period of 120 calendar days.
4. Subject to the submission of the following documents:
 - a. DTI Certificate of Registration
 - b. Mayor's/Business Permit
 - c. PhilGEPS Registration
 - d. Income/Business Tax Return
 - e. Omnibus Sworn Statement

Canvassed By:

FRANCIS F. YENKO
 Officer-in-Charge

NOEMI D. BOLINAS
 Supply Officer III

ITEM	QTY	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL
			Office: Office of the City Administrator Charge to: Rent Expenses ABC: Php96,000.00		PR No. 17 OBR No. 100-1801-00165	
1	unit		Rental of one (1) Copying Machine for 2018 x x x x x x	Php 96,000.00	Php _____	Php _____
				TOTAL:		Php _____

After having carefully read and accepted your terms and conditions, I/We hereby quote on the item/s at prices listed above.

 Printed Name/Signature

 Tel. No./Cellphone No.
 e-mail address

 Date