

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

Date: March 1, 2018
Quotation No. 2018-02-56

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 nine (9) months upon receipt of Notice to Proceed.
2. 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:

FRANCIS F. YENKO
Officer-In-Charge

EVELYN V. MANUGUID
Acting Supply Officer I

ITEM	QTY.	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL PRICE
			Office: Sta. Ana Hospital Charge to: Repairs & Maintenance - Machinery & Equipment ABC: Php55,125.00			
3	quarters		Preventive Maintenance of One (1) unit Generator Set for the period April 1 to December 31, 2018 Serial No. DNMNPaet No. MN422000-42830P	Php 18,375.00	Php _____	55,125.00
			Scope of Work:			-
			* Visual Inspection of Genset unit for damage, leaks loose, or frayed wiring, belts, air intake at exhaust restriction			-
			* Conduct change oil and filters			-
			* Drain water sediments from fuel tank and fuel filters			-
			* Check, clean, retighten and grease battery terminals			-
			* Test run Genset, monitor and record operating parameters			-
			* Submit service reports upon completion of preventive maintenance including recommendation if any			-
			x-x-x-x-x-x-x-x		TotalPhp _____	-

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