

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

Date: March 2, 2018  
Quotation No. 2018-02-61

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: Php228,150.00			
3	quarters		Preventive Maintenance of Three (3) units Elevator for the period April 1 to December 31, 2018 2 Bed Elevator - 1600 kgs. -60mpm-5/8 1 Freight Elevator - 2000kgs.-60mpm-10/10 Scope of Work: * Provide once a month the services of skilled elevator/escalator servicemen for the purpose of maintaining, servicing & examining the 3 elevators, cleaning & adjustment of all motors, controls & safety devices, greasing & oiling of all bearing of equipment & accessories. * Sta Ana Hospital will report any abnormal operation &/or stoppage of any equipment & the contractor will immediately provide the necessary servicemen to correct the abnormal operation &/or have the equipment in operation. * Should parts for preventive maintenance &/or corrective repair be required, these will be quoted separately & will be delivered & installed after receipt of purchase order. * All works are to be performed during regular working days/hours.	Php 76,050.00	Php _____	228,150.00
						Total . . . .Php _____

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