

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

Date : March 12, 2018
Quotation No. 2018-03-117

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: City Treasurer's Office Charge to: Printing and Publication Expenses ABC: Php327,920.00	PR No. 214 OBR No. 100-1802-00922		
1	80	pads	C&C1 Application Form, 500 pcs/pad	Php 65.00	Php _____	Php _____
2	400	pads	Declaration Under Oath, 50 pcs/pad	Php 65.00	Php _____	Php _____
3	180	pads	Report of Collection and Deposit, 3 pcs/set, 50 sets/pad	Php 440.00	Php _____	Php _____
4	240	pads	Abstract of Miscellaneous Collection, 100 pcs/pad	Php 440.00	Php _____	Php _____
5	48	books	Official Cash Book, red cover, 100 leaves/book	Php 750.00	Php _____	Php _____
6	12	books	Check Register Book, 100 leaves/book	Php 800.00	Php _____	Php _____
7	12	pads	Report of Disbursement of Treasurer/ Disbursing Office, 100 pcs/pad	Php 440.00	Php _____	Php _____
8	120	pads	Acknowledgement Slip, 5 pcs/set, 50 sets/pad	Php 300.00	Php _____	Php _____
9	48	pcs	CTO Corrugated Boxes, 19" x 11 1/2" x 11"	Php 300.00	Php _____	Php _____
10	120	pcs.	Index Card for Budget Appropriation, 21cm x 27cm	Php 30.00	Php _____	Php _____
11	4	pads	Obligation Request, 5 pcs/set, 50 sets/pad	Php 440.00	Php _____	Php _____
12	4	pads	Purchase Request, 3 pcs/set, 50 sets/pad	Php 440.00	Php _____	Php _____
13	4	pads	Disbursement Voucher, 5 pcs/set, 50 sets/pad	Php 440.00	Php _____	Php _____
14	4	pads	Journal Entry Voucher, 5 pcs/set, 50 sets/pad x x x x x x x	Php 440.00	Php _____	Php _____
PER LOT BASIS 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