

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

Date : March 13, 2018
Quotation No. 2018-03-123

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: Bureau of Permits Charge to: Repair and Maintenance-Machinery and Equipment ABC: Php63,700.00	PR No. 179 OBR No. 100-1802-00241		
1.	1	unit	To supply labor and materials for the repair of one (1) unit photocopier and one (1) unit duplicating machine Photocopier FS-1135, ID No. 59009 1500 Scope of Work: Check/replace drum assy. Check/replace cleaning blade Add toner, add developer Re-set program, error code General cleaning and overhaul	Php 26,850.00	Php _____	Php _____
2.	1	unit	Duplicating machine DP-203LL SN: 060280498, DP240 E Check/replace Sponge A and B Check/replace Rubber Ring Check/replace separator and signal lever Check and replace feather wheel General cleaning and overhaul Add ink	Php 36,850.00	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