

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

Date : March 16, 2018
Quotation No. 2018-03-137

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 Accountant Charge to: Printing and Publication Expenses ABC: Php100,000.00	PR No. 161 OBR No. 100-1802-00830		
1.	30	pcs.	Corrugated Box w/ print, 19" x 11-1/2" x 11"	Php 250.00	Php _____	Php _____
2.	1250	pcs.	Salary Card, short, for IAD	Php 10.00	Php _____	Php _____
3.	1030	pcs.	Salary Card, long, for IAD	Php 20.00	Php _____	Php _____
4.	1000	pcs.	Sundry Card, for Admin.	Php 10.00	Php _____	Php _____
5.	1000	pcs.	Leave Card	Php 20.00	Php _____	Php _____
6.	40	pcs.	Card, Personnel Qualification Index	Php 25.00	Php _____	Php _____
7.	4	reams	Letterhead, short	Php 2,600.00	Php _____	Php _____
8.	40	pcs.	201 File cover, hard bound x x x x x x	Php 450.00	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