

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

Date : March 6, 2018  
Quotation No. 2018-03-81

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 seven (7) calendar days upon receipt of Notice to Proceed.
2. Price validity shall be for a maximum period of 120 calendar days.
3. 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 Personnel Office Charge to: Training Expenses ABC: Php72,322.00	PR No. 119 OBR No. 100-1802-00713		
			Food - AM Snacks			
1.	90	pax	Lasagna with garlic bread and drinks in can Lunch	Php 150.00	Php _____	Php _____
2.	90	pax	Beef Caldereta, buttered veggies, camaron rebosado, rice, leche flan and drinks in can PM Snacks	Php 270.00	Php _____	Php _____
3.	90	pax	Ham and Egg sandwich and drinks in can	Php 150.00	Php _____	Php _____
4.	150	bottles	Bottled Water	Php 15.00	Php _____	Php _____
5.	1	pc.	Tarpaulin, 12' x 12'	Php 5,472.00	Php _____	Php _____
6.	2	pcs.	Flowers- Standing Wreath	Php 3,750.00	Php _____	Php _____
7.	1	pc.	Flowers- Bouquet	Php 750.00	Php _____	Php _____
8.	2	pcs.	Flowers-Buttoneers	Php 100.00	Php _____	Php _____
9.	3	pcs.	Flowers-Corsage	Php 200.00	Php _____	Php _____
10.	10	pcs.	Illustration Board	Php 75.00	Php _____	Php _____
11.	250	pcs.	Balloons -big, pink	Php 3.00	Php _____	Php _____
12.	250	pcs.	Balloons -big, violet	Php 3.00	Php _____	Php _____
13.	5	pcs.	Big letters - W-O-M-E-N x x x x x	Php 400.00	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