

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

Date: March 14, 2018  
Quotation No. 2018-03-90

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 Number
  - d. Income/Business Tax Return
  - e. Omnibus Sworn Statement

Canvassed By:

**FRANCIS F. YENKO**  
Officer-In-Charge

**REYNALIN B. ASUNCION**  
Acting Supply Officer I

ITEM	QTY.	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL
			Office: Manila Health Department Charge to: Printing and Publication Expenses ABC: Php83,230.00	PR No. 131 OBR. No. 100-1802-00654		
1.	10	pads	Purchase Request, carbonless, 5 sheets x 50 sets/pad with City of Manila logo	Php 480.00	Php _____	4,800.00
2.	500	pcs.	Personnel Qualification Index, color beige, 13 cm. x 21 cm., 14pts., US tagboard with both side printing	Php 7.00	Php _____	3,500.00
3.	50	pads	Disbursement Voucher Forms, 5 sheets x 50 sets/pad carbonless, with City of Manila logo and heading	Php 480.00	Php _____	24,000.00
4.	6	pads	ALOBS, 5 sheets x 50 sets/pad, carbonless, with City of Manila logo and heading	Php 480.00	Php _____	2,880.00
5.	400	pcs.	Salary Card, 5.5" x 8.5", 14pts, US tagboard with both side printing, with heading	Php 5.00	Php _____	2,000.00
6.	500	pcs.	Supplies Ledger Card, 10" x 8", with both side printing, with heading	Php 7.50	Php _____	3,750.00
7.	1,000	pcs.	Sanitary Permit, US velum, 10.5" x 7.5", with City of Manila logo, 4 colors	Php 30.00	Php _____	30,000.00

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RFQ no. 2018-03-90  
Procurement of Various Printed Forms  
March 14, 2018

ITEM	QTY.	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL
			Office: Manila Health Department Charge to: Printing and Publication Expenses ABC: Php83,230.00	PR No. 131 OBR. No. 100-1802-00654		
8.	6	pads	Marriage Certificate, (Premarriage Certificate for MHD-Office of Family Planning), 2 sheets x 50 sets/pad 9 1/2" x 5 1/2" with MHD logo and Commission on Population logo	Php 450.00	Php _____	2,700.00
9.	1,000	pcs.	Health Certificate, ID, white, 3"x4" with black logo of MHD	Php 6.00	Php _____	6,000.00
10.	600	pcs.	Health Certificate, ID card, color pink, with Manila Health Department logo	Php 6.00	Php _____	3,600.00
PER LOT BASIS TOTAL:					Php _____	83,230.00

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

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Tel. No/Cellphone No.  
e-mail address

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Date