

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

Date : March 7, 2018  
Quotation No. 2018-03-99

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

**NOEMID. BOLINAS**  
Supply Officer III

ITEM	QTY	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL
			Office: Office of the Vice-Mayor Charge to: Other Supplies and Materials Expenses ABC: Php82,500.00	PR No. 86 OBR No. 100-1802-00563		
	275	pcs.	T-shirt, with collar, honeycomb with print x x x x x x	Php 300.00	Php _____	Php _____
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