

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

Date : April 6, 2018  
 Quotation No. 2018-04-180

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 Mayor Charge to: Capital Outlay-Machineries and Equipment- Information and Communication Technology Equipment		PR No. 256 OBR No. 100-1702-00577 ABC: Php158,000.00	
1.	2	units	Printer, Dot Matrix, 20,000 POH up to 680 cps speed, 400M character print head life	Php 64,000.00	Php _____	Php _____
2.	4	units	External Hard Drive, portable, 1-2 terabyte capacity, USB 3.0, USB powered, Windows compatible  x x x x x x	Php 7,500.00	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