

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

Date : April 6, 2018
Quotation No. 2018-04-191

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- Office Equipment		PR No. 296 OBR No. 100-1803-01229 ABC: Php383,130.00	
1.	3	units	Photocopying Machine Heavy duty, 4 in 1, print copy, fax, scan CPU: 800MHz Memory: Standard 512MB, Max. 1.536MB Warm up time: 32 seconds Paper capacity, Maximum, 550 sheets Paper size, Cassette, Min. A6R-Max. A4, legal Paper size, MPT, Min. A6R-Max. A4, legal Paper Weight, Cassette, 60-163 g/m ² Paper Weight, MPT, 60-220g/m ² Duplex Printing: Paper size, A5R-A4, legal Output capacity: Max. 150 sheets face-down Documents Processor, Standard Weight, Approx. 26kg x x x x x	Php 127,710.00	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