

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

Date : April 17, 2018  
Quotation No. 2018-04-192

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 Vice-Mayor Charge to: Printing and Publication Expenses ABC: Php88,200.00	PR No. 308 OBR No. 100-1803-01675		
1.	20	pads	Obligation Request, 8.5" x 11", 5 shts/set, 50 sets/pad, 5 different colors of carbonless paper with OVM logo	Php 660.00	Php _____	Php _____
2.	20	pads	Purchase Request, 8.5" x 11", 5 shts/set, 50 sets/pad, 5 different colors of carbonless paper	Php 660.00	Php _____	Php _____
3.	20	pads	Disbursement Voucher, 8" x 11", 5 shts/set, 50 sets/pad, 5 different colors of carbonless paper with OVM logo	Php 660.00	Php _____	Php _____
4.	8	boxes	Calling card, gold stamping, 50 pcs/box	Php 600.00	Php _____	Php _____
5.	20	pads	Memo pad with gold stamping logo of the City and print of OVM	Php 175.00	Php _____	Php _____
6.	6	reams	Letterhead, cream colored paper with gold stamping logo of the City and OVM	Php 4,150.00	Php _____	Php _____
7.	2	boxes	Letter envelope, cream colored with gold stamping the City and OVM	Php 5,500.00	Php _____	Php _____
8.	4	pads	Appoinment Papeer, with colored City logo, 4 shts/set, front and back print x x x x x	Php 1,100.00	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