

CITY GENERAL SERVICES OFFICE

**REQUEST FOR PRICE QUOTATION (RFQ) NO. 2020-05-254**  
NP - Small Value Procurement

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. If applicable, indicate the specific brand, model/year and country of origin for each item.
2. Delivery period shall be within Fifteen (15) calendar days upon receipt of Purchase Order.
3. 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.
4. Price validity shall be for a maximum period of 120 calendar days.
5. Subject to the submission of the following documents:

- a. DTI / SEC Certificate of Registration with Secretary's Certificate
- b. Mayor's/ Business Permit
- c. PHILGEPS Registration Number
- d. Income/Business Tax Return
- e. Omnibus Sworn Statement

Canvassed By:

THELMA L. PEREZ  
Officer-In-Charge

CLARK BENZON L. CASUCO  
Acting Supply Officer I

ITEM	QTY.	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL PRICE
			Office: Universidad De Manila Charge to: Other Supplies and Materials Expenses ABC: Php165,906.00	PR No. 476 OBR No. 100-2003-02127		
1	19	pcs.	Glass Plaque, 8" x 11"	Php 2,380.00	Php _____	Php _____
2	2	pcs.	Tarpaulin, 7ft x 10ft	Php 2,592.00	Php _____	Php _____
3	2	pcs.	Tarpaulin, 4ft x 20ft	Php 2,962.00	Php _____	Php _____
4	2	pcs.	Tarpaulin, 4ft x 6ft	Php 890.00	Php _____	Php _____
5	1	pc.	Tarpaulin, 2ft x 4ft	Php 298.00	Php _____	Php _____
6	20	pcs.	Medals, 7.5cm x .3cm, UDM Logo	Php 600.00	Php _____	Php _____
7	100	pcs.	Medals, 5cm x .3cm, UDM Logo	Php 400.00	Php _____	Php _____
8	3	sets	Academic Gown for Honoris Causa	Php 18,500.00	Php _____	Php _____
			x-x-x-x-x-x-x-x-x			
			Per Lot BasisTotal.....		Php _____	

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

\_\_\_\_\_  
Tel. No/Cellphone No.  
e-mail address

\_\_\_\_\_  
Date