

CITY GENERAL SERVICES OFFICE

REQUEST FOR PRICE QUOTATION (RFQ) NO. 2020-07-390

NP - Small Value Procurement
July 10, 2020

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
- 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: Ospital ng Tondo Charge to: Printing and Publication Expenses ABC: Php29,750.00				PR No. 746 OBR No. 100-2005-04559		
1	9	reams	Form, Allotment and Obligation (OBR), 50's/pad, 5 sets	Php 850.00	Php _____	Php _____
2	8	reams	Form, Purchase Request (PR), 50's/pad, 5 sets	Php 850.00	Php _____	Php _____
3	9	reams	Form, Journal Entry Voucher (JEV), 50's/pad, 5 sets	Php 850.00	Php _____	Php _____
4	9	reams	Form, Disbursement Voucher, 50's/pad, 5 sets	Php 850.00	Php _____	Php _____
				Total		Php _____
Office: City General Services Office Charge to: Printing and Publication Expenses ABC: Php56,750.00				PR No. 752 OBR No. 100-2005-04654		
1	500	pcs.	Patrimonial Cards	Php 37.50	Php _____	Php _____
2	60	pads	Order of Payment 50sets/pad	Php 350.00	Php _____	Php _____
3	16	pads	Inventory & Inspection Report of Unserviceable Property Form 50sets/pad	Php 1,062.50	Php _____	Php _____
				Total		Php _____
x-x-x-x-x-x-x Per Lot Basis Total: Php86,500.00						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