

CITY GENERAL SERVICES OFFICE

**REQUEST FOR PRICE QUOTATION (RFQ) NO. 2020-10-656**  
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: Bureau of Permits Charge to: Capital Outlay - Furniture and Fixtures ABC: Php552,200.00	PR No. 1372 OBR No. 100-2010-08876		
1	7	units	Executive Chair	Php 15,000.00	Php _____	Php _____
2	2	units	Modular table L shape	Php 20,000.00	Php _____	Php _____
3	38	units	Mobile pedestal 3 layers for office table	Php 6,000.00	Php _____	Php _____
4	6	units	Lateral Filing cabinet 4D	Php 17,500.00	Php _____	Php _____
5	2	units	Lateral Filing cabinet 2D	Php 11,500.00	Php _____	Php _____
6	4	units	Visitors Chair	Php 3,800.00	Php _____	Php _____
7	2	units	Steel rack 4 layers	Php 13,000.00	Php _____	Php _____
8	2	units	Computer table with chair	Php 5,000.00	Php _____	Php _____
			X-X-X-X-X-X-X-X Per Lot Basis Total.....			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

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Date