

CITY GENERAL SERVICES OFFICE

**REQUEST FOR PRICE QUOTATION (RFQ) NO. 2020-11-664**  
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: Department of Public Services Charge to: Training Expenses ABC: Php75,900.00	PR No. 1408 OBR No. 100-2010-09169		
1	72	packs	Snack for AM (for 3 days) Club House Pineapple Juice (in can)	Php 200.00	Php _____	Php _____
2	72	packs	3 in 1 Sachet Coffee Lunch (for 3 days) 2 pcs. Chicken 6 pcs. Mojo's 1pc. Rice 1 slice of hand tossed hawaiian delight	Php 300.00	Php _____	Php _____
3	72	packs	bottled soda Snack for PM (for 3 days) 1 Cheese burger 1 Dessert	Php 200.00	Php _____	Php _____
4	6	pcs.	Bottled iced tea Certificates Specialty Board Paper (220 gsm Letter Size) 10 Sheet per pack	Php 250.00	Php _____	Php _____
5	2	pcs.	Plaque & Appreciation/Token for Resource Speaker (8x10 Inches glass crystal)	Php 3,000.00	Php _____	Php _____
6	1	lot	Honoraria (For 2 Resources Speakers @ 3,000 each for 3 days)	Php 18,000.00	Php _____	Php _____

November 26 - 28, 2020)

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

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Printed Name/Signature

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Tel. No/Cellphone No.  
e-mail address

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Date