

CITY GENERAL SERVICES OFFICE

REQUEST FOR QUOTATION (RFQ) No. 2021-02-28
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
 - b. Mayor's/Business Permit
 - c. PhilGEPS Registration Number
 - d. Income/Business Tax Return
 - e. Omnibus Sworn Statement

Canvassed By:

BIENVENIDO V. ALDABA, JR.
Supply Officer III

THELMA L. PEREZ
Officer-In-Charge

ITEM	QTY.	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL
			Office: CITY BUDGET OFFICE Charge to: Capital Outlay - Information and Communication Technology Equipment ABC: Php56,000.00	PR No. 1858 OBR No. 100-2010-09606		
1	18	units	Uninterrupted Power Supply (UPS) 650 VA x-x-x-x-x-x-x-x-x-x-x-x	Php 3,500.00	Php _____	Php _____
				PER LOT BASIS TOTAL	Php _____	vvvvvvvvvvvvvvvv

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