

CITY GENERAL SERVICES OFFICE

REQUEST FOR PRICE QUOTATION (RFQ) NO. 2021-02-82

NP - Small Value Procurement

March 3, 2021

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:

CLARK BENZON L. CASUCO  
Acting Supply Officer I

THELMA L. PEREZ  
Officer-In-Charge

ITEM	QTY.	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL
			Office: Office of the Vice Mayor Charge to: Printing and Publication Expenses ABC: Php250,000.00	PR No. 305 OBR No. 100-2102-00805		
	10,000	pcs.	Newsletter, compilation of the various programs and projects of the OVM w/ front and back print, full color with pictures. 2 pages x-x-x-x-x-x Total.....	Php 25.00	Php _____	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