

CITY GENERAL SERVICES OFFICE

REQUEST FOR PRICE QUOTATION (RFQ) NO. 2021-02-83

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:

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: Office of the Vice Mayor Charge to: Other Supplies and Materials Expenses ABC: Php54,530.00	PR No. 319 OBR No. 100-2102-00802		
1	70	bottles	Alcohol, Ethyl 70%	Php 300.00	Php _____	Php _____
2	15	pcs.	Bathroom soap	Php 70.00	Php _____	Php _____
3	30	cans	Disinfectant, Spray, aerosol	Php 200.00	Php _____	Php _____
4	4	pcs.	Doormat, standard size	Php 70.00	Php _____	Php _____
5	8	cans	Furniture cleaner, aerosol 300ml/can	Php 150.00	Php _____	Php _____
6	20	cans	Insecticide, aerosol 600ml/can water based	Php 150.00	Php _____	Php _____
7	60	packs	Toilet tissue paper 2-ply	Php 100.00	Php _____	Php _____
8	20	rolls	Trashbag, black	Php 200.00	Php _____	Php _____
9	20	boxes	Face Mask, disposable 50s/box	Php 100.00	Php _____	Php _____
10	100	pcs.	Face Shield, heavy duty	Php 50.00	Php _____	Php _____
11	50	pcs.	Face Mask, cotton, washable	Php 100.00	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

Date