

CITY GENERAL SERVICES OFFICE

REQUEST FOR PRICE QUOTATION (RFQ) NO. 2021-03-104

Shopping
March 9, 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: Manila City Council Charge to: Office Supplies Expenses ABC: Php120,517.25	PR No. 399 OBR No. 100-2102-01334		
1	1	pc.	Drum for Ineo 226/pc	Php 23,287.50	Php _____	Php _____
2	2	pcs.	Computer Mouse/pc	Php 1,902.00	Php _____	Php _____
3	2	pcs.	Computer Keyboard/pc	Php 1,512.25	Php _____	Php _____
4	1	pouch	Drum for E-Studio 2505P/pouch	Php 11,068.75	Php _____	Php _____
5	1	pc.	Drum DR411 Ineo 363/pc	Php 45,798.50	Php _____	Php _____
6	1	bottle	Toner TN321 Yellow/bottle	Php 33,534.00	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