

CITY GENERAL SERVICES OFFICE

REQUEST FOR QUOTATION (RFQ) No. 2021-04-164

NP - Small Value Procurement

April 6, 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 such 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
- d. Income/Business Tax Return
- e. Omnibus Sworn Statement

Canvassed By:

NENITA C. FLORES
 Acting Supply Officer I

THELMA L. PEREZ
 Officer-In-Charge

ITEM	QTY.	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL
			Office: Department of Assessment Department of Assessment Charge to: Capital Outlay - Furniture and Fixtures Capital Outlay - Building	PR. No. 508 PR. No. 509 Php210,000.00 Php203,000.00 ABC: Php413,000.00	OBR No. 100-2103-01766 OBR No. 100-2103-02123	
1	30	sets	PR. No. 508 Computer Table and Computer Chair	Php 7,000.00	Php _____	Php _____
			Total:			Php _____
			PR. No. 509 COVER LEATHERETTE, FOAM, PLYWOOD LABOR & INSTALLATION Records Division Mezzanine Area	Php		
1	1	lot	30cmx5cmx140cm	Php 1,260.92	Php _____	Php _____
2	4	lot	30cmx5cmx140cm	Php 3,049.13	Php _____	Php _____
3	4	lot	40CMX38CMX338CM	Php 3,165.28	Php _____	Php _____
4	2	lot	30CMX14CM338CM Divided into 2	Php 1,524.56	Php _____	Php _____
5	10	lot	34CMX14X330CM Divided into 10	Php 2,980.35	Php _____	Php _____
6	1	lot	34CMX14CMX230CM	Php 4,138.10	Php _____	Php _____
7	1	lot	88CMX40CMX196CM	Php 5,515.45	Php _____	Php _____
8	2	lot	40CMX34CMX370CM Divided into 2	Php 3,468.48	Php _____	Php _____
9	6	lot	40CMX38CMX370CM Divided into 6	Php 3,468.48	Php _____	Php _____

Procurement of Computer Table and Computer Chair Set

ITEM	QTY.	ARTICLE AND DESCRIPTION UNIT	CEILING PRICE	UNIT PRICE	TOTAL
		Office: Department of Assessment Department of Assessment Charge to: Capital Outlay - Furniture and Fixtures Capital Outlay - Building	PR. No. 508 PR. No. 509 Php210,000.00 Php203,000.00 ABC: Php413,000.00	OBR No. 100-2103-01766 OBR No. 100-2103-02123	
		Tax Mapping Mezzanine Area			
10	4	lot 40CMX28.5CMX365CM Divided into 4	Php 3,608.76	Php_____	Php_____
11	1	lot 20CMX6CMX100CM	Php 905.57	Php_____	Php_____
		Digitization Mezzanine Area			
12	6	lot 15.25CMX696CMX92CM Divided into 6	Php 6,520.72	Php_____	Php_____
13	12	lot 19CMX373CMX30.5CM Divided into 12	Php 3,366.42	Php_____	Php_____
14	3	lot 45.75CMX30.5CMX628CM Divided into 3 XXXXXXXXXXXXXX	Php 3,922.57	Php_____	Php_____
		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