Republic of the Philippines
City of Manila

CITY GENERAL SERVICES OFFICE

**REQUEST FOR QUOTATION (RFQ) No. 2021-05-286**

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:

REYNALIN B. ASUNCION
Acting Supply Officer I

THELMA L. PEREZ
Officer-In-Charge

Office: City Treasurer's Office
Charge to: Represenattation Expenses
ABC: Php100,000.00

PR Nos. 843
OBR No. 100-2105-03993

| ITEM | QTY. | UNIT | ARTICLE AND DESCRIPTION | CEILING PRICE | UNIT PRICE | TOTAL |
|---|---|---|---|---|---|---|
| 1 | 135 | kilos | Sugar, white | Php 120.00 | Php _____ | Php _____ |
| 2 | 124 | packs | Ice Tea, 450g/pack | Php 250.00 | Php _____ | Php _____ |
| 3 | 128 | packs | Coffee Creamer, 200g/pack | Php 125.00 | Php | Php |
| 4 | 25 | kilos | Café Barako | Php 640.00 | Php _____ | Php _____ |
| 5 | 320 | cont. | Water, purified, 5gal/container | Php 65.00 | Php _____ | Php _____ |
| | | | x-x-x-x-x-x-x-x-x-x-x | | PER LOT BASIS TOTAL | Php _____ |
| | | | | | | vvvvvvvvvvvvv |

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.

_____
Date