

CITY GENERAL SERVICES OFFICE

REQUEST FOR QUOTATION (RFQ) No. 2021-05-276
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:

THELMA L. PEREZ
Officer-In-Charge

JOSE LEORIEL B. PASIA
Acting Supply Officer I

ITEM	QTY.	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL
			Office: CITY BUDGET OFFICE Charge to: Printing and Publication Expenses ABC: Php518,900.00	PR No. 841 OBR No. 100-2104-03622		
			Printing and Binding of Executive Budget FY 2022 For Reproduction - Book I - 20 sets (Preliminary)			
1	18,000	pages	A4 size, white bond paper, multicopy, 80 gsm w/ 900 pages	Php 3.00	Php _____	Php _____
2	18,000	pages	For Reproduction - Book II - 20 sets (Preliminary) A4 size, white bond paper, multicopy, 80 gsm w/ 900 pages	3.00	_____	_____
3	12,000	pages	For Reproduction Form 3, Consolidated 5 sets A4 size, white bond paper, multicopy 80 gsm w/ 600 pages	3.00	_____	_____
4	50,400	pages	For Reproduction of Book I - 56 sets (Final Copy Approved by the City Council) A4 size, white bond paper, multicopy 80 gsm w/ 900 pages	3.00	_____	_____
5	50,400	pages	For Reproduction of Book II - 56 sets (Final Copy Approved by the City Council) A4 size, white bond paper, multicopy 80 gsm w/ 900 pages	3.00	_____	_____
6	12,000	pages	For Reproduction Form 3, Consolidated 20 sets A4 size, white bond paper, multicopy 80 gsm w/ 600 pages	3.00	_____	_____

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Printing and Binding of Executive Budget FY 2022

ITEM	QTY.	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL
			Office: CITY BUDGET OFFICE Charge to: Printing and Publication Expenses ABC: Php518,900.00	PR No. 841 OBR No. 100-2104-03622		
			For Binding Executive Budget FY 2022 Book 1 and Book II			
7	122	sets	Softbound 61 sets for Book I and 61 sets of Book II	250.00	Php _____	Php _____
8	16	sets	Hardbound 8 sets for Book I and 8 sets of Book II	300.00	_____	_____
9	4	sets	Hardbound A4 size, 1 set for Advice of Allotment Part 1 and Part II	300.00	_____	_____
			Legal size, 1 set for estimated income and appropriation 1 set for summary of obligation/charges x-x-x-x-x-x-x-x-x-x-x-x-x-x	PER LOT BASIS TOTAL	Php _____	vvvvvvvvvvvvvv

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