

CITY GENERAL SERVICES OFFICE

REQUEST FOR PRICE QUOTATION (RFQ) NO. 2021-06-325
NP - Small Value Procurement
June 2, 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 PRICE |
|------|------|-------|--|--------------------------------------|------------|-------------|
| | | | Office: Manila City Council Charge to: Capital Outlay - Computer Software ABC: Php600,000.00 | PR No. 911 OBR No. 100-2105-04504 | | |
| 1 | 40 | units | Office Home and Student 2019 | Php 7,500.00 | Php _____ | Php _____ |
| 2 | 40 | units | Windows 10 (OS) | Php 7,500.00 | 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