

CITY GENERAL SERVICES OFFICE

REQUEST FOR QUOTATION (RFQ) No. 2021-06-329

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

Invited By:

THELMA L. PEREZ
Officer-In-Charge

REYNALIN B. ASUNCION
Acting Supply Officer I

QTY.	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL
		Office: Manila Traffic and Parking Bureau Charge to: Other Supplies and Materials Expenses ABC: Php180,000.00	PR No. 899 OBR No.100-2105-04332		
300	pcs	Polo shirt (Office Personnel) X-X-X-X-X-X-X-X-X-X	Php 600.00	Php _____	Php _____
			TOTAL		Php _____

Printed Name/Signature

Tel. No/Cellphone No.

Date