

CITY GENERAL SERVICES OFFICE

REQUEST FOR QUOTATION (RFQ) No. 2021-06-383

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: Office of the Mayor Charge to: Repair and Maintenance- Transporation Equipment ABC: Php107,390.00	PR No. 983 OBR No. 100-2106-05353		
			Repair and Maintenance of one (1) unit Motorcycle, Police Model Suzuki Motorcycle Bandit, White Color			
1	1	unit	Shock Absorber	Php 41,000.00	Php _____	Php _____
2	1	unit	Chain and Sprocket set	Php 16,000.00	Php _____	Php _____
3	2	units	Oil fully synthetic	Php 690.00	Php _____	Php _____
4	1	ltr.	Oil filter	Php 360.00	Php _____	Php _____
5	2	pcs.	Brake pad front	Php 6,430.00	Php _____	Php _____
			Labor:			
6	1	lot	Replace shock absorber	Php 715.00	Php _____	Php _____
7	1	lot	Replace chain and sprocket set	Php 1,145.00	Php _____	Php _____
8	1	lot	Replace brake pad front	Php 430.00	Php _____	Php _____
9	1	pc.	Tires: 120/70/17 (size)	Php 15,000.00	Php _____	Php _____
10	1	pc.	Tires: 160/60/17 (size)	Php 18,500.00	Php _____	Php _____
			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