

CITY GENERAL SERVICES OFFICE

REQUEST FOR QUOTATION (RFQ) No. 2021-05-262

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 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	P.R. NO.	OBR NO.	ABC:	
		MCL	754	100-2104-02748	Php40,000.00	
		DEPW	757	100-2104-03278	Php53,000.00	
				TOTAL ABC:	Php93,000.00	

Charge to: Repair and Maintenance - Machinery and Equipment

1	10	units	MCL - P.R. No. 754 Maintenance of Airconditioners	Php 40,000.00	Php _____	Php _____
			Scope of Work: General cleaning of window type A/C units 1st. floor and 2nd floor.			
			Brand: Koppel Serial Nos. DL744393, DL746405, DL744150, DL747803, DL747561, DL747560, ML742307, ML742439, DL744380			
			Brand: Kolin Serial No. 19031910-26020			
					Sub Total	Php _____

RFQ No. 2021-05-262

General Cleaning and Maintenance of Various Airconditioning Units

ITEM	QTY.	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL
		OFFICE	P.R. NO.	OBR NO.	ABC:	
		MCL	754	100-2104-02748	Php40,000.00	
		DEPW	757	100-2104-03278	Php53,000.00	
				TOTAL ABC:	Php93,000.00	

Charge to: Repair and Maintenance - Machinery and Equipment

1	1	lot	DEPW - P.R. No. 757 Supply of materials for the repair of one unit (1) floor standing Carrier located at the White Tent.	Php 12,500.00	Php _____	Php _____
			Scope of Work: Inclusive of material copper pipes, rubber insulations			
2	1	lot	Supply of materials for the repair of one (1) unit floor standing Koppel located at the Philhealth Area.	33,000.00	Php _____	Php _____
			Scope of Work: One unit floor standing repair of PCB Koppel, cleaning, dismantling of A/C tent area, charging of freon, excess piping 15 ft.			
3	1	lot	Supply of materials for the repair of	7,500.00	Php _____	Php _____

old ceiling mounted aircon at the accounting area

Sub Total Php _____
Per Lot Basis Total Php _____
vvvvvvvvvvvvvvvvvv

Scope of Work:

Inclusive of freon charging, repair copper pipe
leak testing.
x-x-x-x-x-x-x-x-x-x

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