

CITY GENERAL SERVICES OFFICE

**REQUEST FOR QUOTATION (RFQ) No. 2021-07-427**  
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- Transportation Equipment Expenses ABC: Php67,790.00	PR No. 994 OBR No. 100-2106-05352		
			Repair and Maintenance of one (1) unit Motorcycle, Police Model with Plate No. SA - 10756			
1	1	set	Tire, 120/7DZR-17 Tire, 160/60ZR-17	Php 25,290.00	Php _____	Php _____
2	8	pcs.	Clutch Lining	Php 930.00	Php _____	Php _____
3	1	pc.	Gasket	Php 1,080.00	Php _____	Php _____
4	4	pcs.	Spark Plug	Php 790.00	Php _____	Php _____
5	1	pc.	Air Filter	Php 5,000.00	Php _____	Php _____
6	1	pc.	Front Sprocket	Php 2,580.00	Php _____	Php _____
7	1	pc.	Rear Sprocket	Php 4,150.00	Php _____	Php _____
8	1	pc.	Oil Filter	Php 1,290.00	Php _____	Php _____
9	4	pcs.	Oil	Php 930.00	Php _____	Php _____
10	1	pc.	Chain	Php 7,290.00	Php _____	Php _____
11	1	lot	Installation x-x-x-x-x-x-x-x-x-x-x	Php 6,790.00	Php _____	Php _____
				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