

CITY GENERAL SERVICES OFFICE

**REQUEST FOR QUOTATION (RFQ) No. 2021-07-433**

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: Urban Settlements Office Charge to: Capital Outlay - Machinery and Equipment Office Equipment ABC: Php115,388.00	PR No. 1029 OBR No. 100-2106-05664		
1	1	unit	LCD Projector SVGA (800 x 600) resolution 3800 lumens Long 15,000 hour lamp life High 26000:1 contrast ratio Compact and light weight for easy portability Accurate and vivid color reproduction HDMI connectivity Display 3D content from Blu-ray and PCs	Php 20,000.00	Php _____	Php _____
2	1	unit	Laminating Machine Hot and Cold Temperature Range: 80 - 180 Power supply : 220 - 240v . 60Hz Power consumption: 620watts Max. laminating width: 330mm Can laminate up to a3	Php 10,000.00	Php _____	Php _____
3	6	units	Adding Machine Regular percentage calculations. The value indicates the number of lines printed per second. 12 digits Dimensions (W x D x H) : 335 x 206 x 70mm Weight: 1100g	Php 7,500.00	Php _____	Php _____

page 1 of 2

RFQ No. 2021-07-433

Procurement of Various Machinery and Equipment

ITEM	QTY.	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL
			Office: Urban Settlements Office Charge to: Capital Outlay - Machinery and Equipment ABC: Php115,388.00	PR No. 1029 OBR No. 100-2106-05664		
4	2	units	Voice Recorder 4 GB internal memory, expandable to 32 GB with micro SD Built-in USB connector makes transferring files easy Built-in Memory Input and Output Terminals [PC I/F] Hi-Speed USB [Input] Stereo Mic-in jack [Output] Stereo Earphone jack Weight 74 g (2.7 oz)	Php 7,143.00	Php _____	Php _____
5	8	units	AVR Input Phase: Single Phase Voltage: AC AC 150V-250V/80V-130V (Optional) Frequency: 50GHz/60GHzx Output Voltage: 220V/230V/240V ± 3% or 110V/120V/130V ± 3% (Optional) Capacity: 400W Frequency: 50GHz/60GHzx Protection Low voltage: AC 184V ± 4V Over voltage: AC 246V ± 4V Time Delay: 3-6 sec/3-6 min Selectable	Php 1,372.00	Php _____	Php _____

Overload/short circuit: Fuse / MCB

6	2	units	Paper Shredder	Php	7,563.00	Php	_____	Php	_____
			Feed Type:Traditional			Total	Php	_____	
			Auto Start/Stop: Yes - Mechanical					vvvvvvvvvvvvvv	
			Can Shred: Staples, Credit Cards, Paper Clips						
			Colour: Black						
			Cut Size: 4 x 40mm						
			DIN Level: Paper P-4						
			Maximum Run Time (minutes): 2						
			Entry Width (mm): 230						
			Run Time (minutes): Up to 2						
			Advanced Safety: Safety Lock						
			Sheet Capacity: 6						
			Shreds Per Page: 390						
			Average Shred Speed (mpm): 1.8						
			Throat Width (mm): 230						
			Usage: Occasional						
			Strength: Household						
			Weight: 7.5kgs						
			Dimensions: 29.30 x 33.90 x 19.90 cm						
			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.  
e-mail address

\_\_\_\_\_  
Date