

CITY GENERAL SERVICES OFFICE

**REQUEST FOR QUOTATION (RFQ) No. 2021-07-487**  
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: Printing and Publication Expenses ABC: Php116,490.00	PR No. 1175 OBR No. 100-2107-06836		
1	30	pads	Monthly Amortization (Order of Payment) Duplicate Carbonize Size: 5" x 8"	Php 108.00	Php _____	Php _____
2	3,000	pcs.	Individual Ledger Card Size: 9" x 7.5" Tag# 14pts.	Php 9.00	Php _____	Php _____
3	22,500	pcs.	Application Forms Size: 8.5" x 13" Color: 4/4 Material: Book #70 Others: with numbering and perforation	Php 2.80	Php _____	Php _____
4	465	pcs.	Certificates of Unit Assignment Size: A4 Material: Book #80 Color: 4/4	Php 20.00	Php _____	Php _____
5	465	pcs.	Pamphlet Cover 8.5" x 5.5" ( folded size ) Foldcote #12 Color: 4/0	Php 30.00	Php _____	Php _____
					Total	Php _____ vvvvvvvvvvvvvv

x-x-x-x-x-x-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