

CITY GENERAL SERVICES OFFICE

REQUEST FOR PRICE QUOTATION (RFQ) NO. 2021-06-358
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 with Secretary's Certificate
- b. Mayor's/ Business Permit
- c. PHILGEPS Registration Number
- d. Income/Business Tax Return
- e. Omnibus Sworn Statement

Canvassed By:

CRISTINA R. TABUNDA
Supply Officer II

THELMA L. PEREZ
Officer-In-Charge

ITEM	QTY.	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL
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OFFICE MARKET ADMINISTRATION OFFICE
P.R. No. PR No. 945
OBR No. 100-2105-04848
ABC 94,325.00

Charge to: Other Supplies & Materials Expenses

1	100	btls.	Alcohol, 300ml	Php 137.81	Php _____	Php _____
2	100	pcs.	Broom, Tingting	Php 40.00	Php _____	Php _____
3	100	pcs.	Broom Stick with handle	Php 107.00	Php _____	Php _____
4	100	pcs.	Brush big with wooden handle	Php 120.00	Php _____	Php _____
5	100	pcs.	Brush big	Php 45.00	Php _____	Php _____
6	60	packs	Garbage bag big, any color	Php 120.00	Php _____	Php _____
7	60	pcs.	Mophead	Php 94.00	Php _____	Php _____
8	50	kilos	Rags cotton	Php 80.08	Php _____	Php _____
9	60	bars	Soap detergent bar, 2 pcs./bar	Php 40.00	Php _____	Php _____
10	40	packs	Soap detergent powder, 1000 grms.	Php 462.50	Php _____	Php _____
11	20	packs	Toilet tissue, 2 ply 12's/roll	Php 100.00	Php _____	Php _____
12	80	pcs.	Mophandle	Php 120.00	Php _____	Php _____
X-X-X-X-X-X-X-X-X-X-X-X				TOTAL : Php		_____

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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