

CITY GENERAL SERVICES OFFICE

REQUEST FOR QUOTATION (RFQ) No. 2021-08-514

NP - Small Value Procurement

August 17, 2021


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:

  
EVELYN V. MANUGUID  
Acting Supply Officer I

THELMA L. PEREZ  
Officer-In-Charge

ITEM	QTY.	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL
			Office: City Treasurer's Office Charge to: Other Supplies and Materials Expenses ABC: Php20,000.00	PR No. 1338 OBR No. 100-2107-07195		
1	3,200	pcs.	Cups, plastic, 8oz	Php 2.50	Php _____	Php _____
2	3,000	pcs.	Cups, paper, 8oz X-X-X-X-X-X-X-X-X-X	Php 4.00	Php _____	Php _____
					Per Lot Basis Total . . . . .	Php _____
						vvvvvvvvvvvvvvvvvv

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