

CITY GENERAL SERVICES OFFICE

**REQUEST FOR QUOTATION (RFQ) No. 2021-08-544**  
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 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	P.R. NO.	OBR NO.	ABC:	
		OCP	1414	100-2108-07814	Php	46,425.00
		OCP	1416	100-2108-07816	Php	230,435.00
		OCP	1417	100-2108-07817	Php	508,740.00
			TOTAL ABC:	Php		785,600.00

Charge to: Capital Outlay - Other Property, Plant and Equipment Expenses  
Capital Outlay - Office Equipment Expenses  
Capital Outlay - Information and Communication Technology Equipment Expenses

P.R. No. 1414

**OTHER PROPERTY, PLANT AND EQUIPMENT**

1	1	unit	7.5 cu. Ft. Two Door Refrigerator Direct Cool Inverter Refrigerator Manual Defrost Inverter Compressor LED Light Wire Shelves Wattage: 71 Watts	Php	26,425.00	Php _____	Php _____
2	2	units	Laminator Quick warm up time: 3-5 mins. Best used with 80-125 microns films Entry width: 230 mm Speed: 400mm/min With Jam Release function Power: 220-240VAC, 60H Size: A4	Php	2,860.00	Php _____	Php _____

RFQ No. 2021-08-544  
Procurement of Various Office Equipment

ITEM	QTY.	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL
		OFFICE	P.R. NO.	OBR NO.	ABC:	
		OCP	1414	100-2108-07814	Php	46,425.00
		OCP	1416	100-2108-07816	Php	230,435.00
		OCP	1417	100-2108-07817	Php	508,740.00
			TOTAL ABC:	Php		785,600.00

Charge to: Capital Outlay - Other Property, Plant and Equipment Expenses  
Capital Outlay - Office Equipment Expenses  
Capital Outlay - Information and Communication Technology Equipment Expenses

3	2	units	Paper Shredder Strip-Cut Shredder Shreds up to 8 sheets(70gsm) per pass into 6mm strips - security level p -2	Php	7,140.00	Php _____	Php _____
						Total . . . . .	Php _____

P.R. No. 1416

**OFFICE EQUIPMENT**

4	4	units	2.0 HP Window Type Airconditioner Coolong Capacity: 19,462 kJ/h Rated Current: 7.6A Rated Power Input: 1,748 W EER: 11.1 kJ/HW R410A Refrigerant Efficient, Economical, Expedient Improved Grille Design	Php	37,430.00	Php _____	Php _____
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