

CITY GENERAL SERVICES OFFICE

**REQUEST FOR QUOTATION (RFQ) No. 2021-08-566**

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 - Information and Communication Technology Equipment Expenses ABC: Php56,247.00	PR No. 1030 OBR No. 100-2106-06076		
1	1	unit	Scanner Scan Speed: Up to 5 ppm/50 ipm (300 dpi); Hardware: Up to 600 x 600 dpi (color and mono, ADF); Up to 1200 x 1200 dpi (color and mono, flatbed); Memory Standard: 512 MB; Duty Cycle (daily) Recommended daily duty cycle: 3000 pages (ADF);  Scan File Format: For text & images: PDF, JPEG, PNG, BMP, TIFF, TXT (text), RTF (rich text) and searchable PDF;  Scan Size: Maximum: ADF: 8.5 x 12 in (216 x 3100 mm); Flatbed: 8.5 x 11.7 in (216 x 297 mm); Minimum: ADF: 4.1 x 5.8 in (105 x 148 mm); Flatbed: 1 x 1 in (25.4 x 25.4 mm) Connectivity Standard: USB 3.0 (Super Speed only); Control Panel: 2-line LCD; 5 buttons (Simplex/Duplex, Power, Cancel, Back and Tools/Maintenance)	Php 56,247.00	Php _____	Php _____ vvvvvvvvvvvvvvv

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