

CITY GENERAL SERVICES OFFICE

**REQUEST FOR QUOTATION (RFQ) No. 2021-09-610**

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: Office of the City Prosecutor Charge to: Capital Outlay - Furnitures and Fixtures ABC: Php359,725.00				PR No. 1490 OBR No. 100-2108-08448		
<b>FURNITURES AND FIXTURES</b>						
1	2	units	Gang Chair 4 Seaters w/ Back Rest W 238cm x D 66cm x H 80cm	Php 10,850.00	Php _____	Php _____
2	10	units	Multipurpose Chair PVC Backrest and Seat with Powder coated Black Legs	Php 2,856.00	Php _____	Php _____
3	8	units	Clerical Desk with 4 Drawers Office Table Material: MDF Color: Reddish Brown or Black Walnut Size: 1m or 1.2m 1.0m Dimension: L 39.25" x W 19.75" x H 29.5" 1.2m Dimension: L 47.25" x W 23.75" x H 29.5"	Php 4,286.00	Php _____	Php _____
4	1	unit	Executive Table Size: 1.6m Color: Cherry Set Includes: 1 Main Table + 1 Side Table + 1 Mobile Drawer Dimension: 1.6m: L 63" x W 75" x H 30"	Php 22,143.00	Php _____	Php _____

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RFQ No. 2021-09-610

Procurement of Various Furnitures and Fixtures

ITEM	QTY.	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL
Office: Office of the City Prosecutor Charge to: Capital Outlay - Furnitures and Fixtures ABC: Php359,725.00				PR No. 1490 OBR No. 100-2108-08448		
5	8	units	Executive Chair with Head Rest Dimension: Arm to Arm: 520mm Total Depth from Wall: 615mm Highest Height: 923mm Seat Width: 470mm Seat Depth: 490mm Backrest Width: 456mm Backrest Height from Seat: 500mm Floor to Seat (Minimum Height): 450mm Base (Center to End): 435mm	Php 7,500.00	Php _____	Php _____
6	22	units	Managerial Chair Features: Pneumatic Seat Tilt Lock Tension Control Base Material: Chrome base, twin casters Coverings: Seat: Fabric, mesh Back: Mesh, fabric Colors/s: Black Dimensions (HxWxD): OVERALL: 89-99 x 56.5 x 42cm Seat: 54 x 48 x 42cm Back: 49 x 41cm	Php 7,100.00	Php _____	Php _____

7 10 units Visitor's Chair Php 3,683.40 Php \_\_\_\_\_  
Material: Leather Total . . . . . Php \_\_\_\_\_  
Color: Black vvvvvvvvvvvvvv  
Dimension: L 18" x W 20.5" x H 3"  
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