

Republic of the Philippines  
City of Manila  
CITY GENERAL SERVICES OFFICE

**REQUEST FOR QUOTATION (RFQ) NO. 2021-08-536**  
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 seven (7) 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 PRICE
			Office: Division of City Schools Charge to: SEF-Other Maintenance & Operating Expenses ABC: Php292,500.00	PR No.025 OBR: 200-2107-00145		
			<b>Online Division Schools Press Conference</b>			
1	76	pax	Proctors, 55.00/day x 2 days	Php 100.00	Php _____	Php _____
2	1,296	pax	Students, for Division Press Conference (Elementary), 50.00/day x 2 days	Php 100.00	Php _____	Php _____
3	1,045	pax	Students, for Division Press Conference (Secondary), 50.00/day x 2 days	Php 100.00	Php _____	Php _____
4	288	pax	Students, for Workshop for group categories (Elementary), 50.00/day only	Php 100.00	Php _____	Php _____
5	220	pax	Students, for Workshop for group categories (Secondary), 50.00/day only	Php 100.00	Php _____	Php _____
			PER LOT BASIS TOTAL Php 292,500.00			Php _____

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