

CITY GENERAL SERVICES OFFICE

REQUEST FOR QUOTATION (RFQ) No. 2021-10-688

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: Bureau of Permits Charge to: Capital Outlay - Machinery and Equipment - Office Equipment Expenses ABC: Php250,000.00	PR No. 960 OBR No. 100-2105-05001		
1	1	unit	Duplicating Machine One Touch Operation Panel, Book/Sheet Scan, Computer Interface Scanning Resolution: 300 dpi x 600 dpi Paper size (min/max): 90mm x 140mm-297mm x 432mm Paper feed capacity: 1200 sheets (60gsm) Printing Speed: 130 copies per minute Print destiny adjustment: 5 levels (lighter, light, normal, dark, darker) Master eject capacity: 50 sheets Computer Interface USB connect, U-disk, automatic shutdown (Optional) Energy Save Inclusion of Ink x-x-x-x-x-x-x-x-x-x-x-x	250,000.00	Php _____	Php _____ vvvvvvvvvvv

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