Republic of the Philippines
City of Manila

CITY GENERAL SERVICES OFFICE

REQUEST FOR QUOTATION (RFQ) No. 2021-10-689
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: Repair and Maintenance - Machinery and Equipment Expenses ABC: Php75,000.00	PR No. 1903 OBR No. 100-2109-08952		
			General Cleaning and Maintenance of Various Airconditioning Units			
1	10	units	KOLIN Aircon Wall Mounted Serial/Engine No.: KSG-250B1G1, 2.5hp split type	Php 6,800.00	Php _____	Php _____
2	1	unit	Aircon Floor Type 3TR Carrier, Serial/Engine No.: ASBFM360BA	7,000.00	_____	_____ Php _____ vvvvvvvvvvvvv
			Scope of Work: Package General cleaning for proper maintenance and service maintenance Check drain line Check mechanical works and labor charge x-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