

CITY GENERAL SERVICES OFFICE

REQUEST FOR QUOTATION (RFQ) No. 2021-10-690
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: Php88,000.00	PR No. 1904 OBR No. 100-2109-08951		
1	1	unit	Repair and Maintenance of Various Office Equipment KYOCERA MITA FS-1135 Photocopier (ID No. 59009) 1500 check/replace drum assy. Check/replace cleaning blade/add toner Add developer/Re-set Program (Error Code) General cleaning and overhaul	Php 15,000.00	Php _____	Php _____
2	1	unit	DUPLO DP-203LL Duplicating Machine (SN No. 060280498) /DP240 E Check/replace Sponge A and B Check/replace Rubber ring Check/replace Separator and signal lever Check/replace feather wheel Check/replace paper roller General cleaning and overhaul Add Ink	43,000.00	_____	_____
3	2	units	EPSON L1455 (Scanner, Printer, Copier) (SN Nos. X2SKO11363 and X2SKO10271) General cleaning and overhaul Check and replace spare parts maintenance box x-x-x-x-x-x-x-x-x-x	15,000.00	_____	Php _____ vvvvvvvvvvvvvv

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