

CITY GENERAL SERVICES OFFICE

REQUEST FOR QUOTATION (RFQ) No. 2021-09-623

NP - Small Value Procurement  
October 6, 2021

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 such item.
2. Delivery period shall be as per schedule 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
- d. Income/Business Tax Return
- e. Omnibus Sworn Statement

Canvassed By:

NENITA C. FLORES  
Acting Supply Officer I

THELMA L. PEREZ  
Officer-In-Charge

ITEM	QTY.	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL
			Office: Veterinary Inspection Board Charge to: Printing and Publication Expenses	P.R. No. 1465 OBR No. 100-2108-07713 ABC: Php100,000.00		
1	300	pcs.	VETERINARY CLEARANCE TO OPERATE vellum 80 paper, A4 size	Php 40.00	Php _____	Php _____
2	1000	pcs.	Meat Handlers I.D. Standard size, white	Php 25.00	Php _____	Php _____
3	8	pads	Allotment & Obligation Slips (OBR), 50 sets/pad 4 copies/ set	Php 900.00	Php _____	Php _____
4	9	pads	Disbursement Voucher, 50 sets/ pad, 4 copies/set	Php 900.00	Php _____	Php _____
5	9	pads	Journal Entry Voucher, 50 sets/ pad, 4 copies/set	Php 900.00	Php _____	Php _____
6	10	pads	Report of Collections & Deposits, Triplicate, 50 sets/ pad	Php 900.00	Php _____	Php _____
7	10	pads	Abstract of Misc. Collections-Slaughterhouse, legal size, 50 pcs./pad	Php 900.00	Php _____	Php _____
8	10	pads	Abstract of Misc. Collections-Field, A4 size, 50 pcs./ pad	Php 900.00	Php _____	Php _____
9	8	pads	Confiscation Form, 7"x8-1/2", duplicate carbonized, colored, 50 sets/pad	Php 675.00	Php _____	Php _____
10	8	pads	Notice of Warming Form, 7"x8-1/2', duplicate carbonized, colored, 50 sets/pad	Php 675.00	Php _____	Php _____
11	60	pcs.	Personnel Qualification Index Card, tagboard material, back to back print, black only, 8-1/2"x5"	Php 30.00	Php _____	Php _____
XXXXXXXXXXXXXXXX						
Per Lot Basis Total:						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