

CITY GENERAL SERVICES OFFICE

REQUEST FOR QUOTATION (RFQ) No. 2021-10-635

NP-Small Value Procurement

October 7, 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 and year 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 Certificate of Registration
 - b. Mayor's/Business Permit
 - c. PhilGEPS Registration
 - d. Income/Business Tax Return
 - e. Omnibus Sworn Statement

Canvassed By:

NOEMI D. BOLINAS
Supply Officer III

THELMA L. PEREZ
Officer-in-Charge

ITEM	QTY	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL
			Office: City Treasurer's Office Charge to: Representation Expenses ABC: Php 100,000.00	PR No. 1531 OBR No. 100-2109-09328		
1	135	cls	Sugar, white	Php 120.00	Php _____	Php _____
2	124	packs	Iced tea, 450g/pack	Php 250.00	Php _____	Php _____
3	128	packs	Coffee creamer, 200g/pack	Php 125.00	Php _____	Php _____
4	25	cls	Café Barako	Php 640.00	Php _____	Php _____
5	320	cont.	Purified water, 54 gal/cont. x x x x x	Php 65.00	Php _____	Php _____
PER LOT BASIS TOTAL:						Php _____

After having carefully read and accepted your terms and conditions, I/We hereby quote on the item/s at prices listed above.

Printed Name/Signature

Tel. No/Cellphone No.
e-mail address

Date