

CITY GENERAL SERVICES OFFICE

REQUEST FOR QUOTATION (RFQ) No. 2021-10-755

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: Urban Settlements Office Charge to: Extraordinary and Miscellaneous Expenses ABC: Php220,000.00	PR No. 1948 OBR No. 100-2110-10754		
1	800	pcs.	Certificate of Unit Assignment Size: A4 Material: Book #80 Color: 4/4	Php 25.00	Php _____	Php _____
2	800	pcs.	Certificate Holder Size: 9-7/16" x 25-3/8" Inner Paper: Pasteboard 30 Outer Wrapper: C2S# 100 (130 gsm) with matte lamination Other Works: With 2 pieces gold foil stamping to be wrapped around inner paper Inner Wrapper: White Bristol 100 (130 gsm) Color: 1/0 Other Works: With 1 piece gold foil stamping with 4 pieces blue satin ribbon attached to inner wrapper to be pasted on the inside of inner paper	Php 200.00	Php _____	Php _____
3	800	pcs.	Pamphlet Cover Size: 8.5" x 5.5" (folder size) Material: Foldcote #12 Color: 4/0	Php 50.00	Php _____	Php _____ Total: Php _____ vvvvvvvvvvvv

x-x-x-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