

Republic of the Philippines  
City of Manila

CITY GENERAL SERVICES OFFICE

**REQUEST FOR QUOTATION (RFQ) No. 2021-11-785**

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: Sta. Ana Hospital Charge to: PhilHealth Trust Fund ABC: Php292,930.00	PR No. 77		
			Office Equipment for HIV Treatment Hub			
1	2	sets	Computer Set, Desktop Core 17-9700/ 8gb DDR4 2666 MHz UDIMM up to 32 GB of Dual-Channel DDR4 2666 MHz/ 1 TB 3.5 inch 7200 RPM 128 GB M.2 2280 Solid State Drive/ 8x DVD-RW/ Video Card with 2 GB of DDR5 Supporting: DVI-D, HDMI/ 23.6" Monitor/ Wired Keyboard and Mouse/ Licensed Operating System Software	Php 94,300.00	Php _____	Php _____

2	2	units	Printer, 3 in 1 Print, Scan and Copy Type: Flatbed colour image scanner Optical Resolution: 60 x 1200 dpi Maximum Scan Area: 216 x 297mm (8.5 x 11.7") Printing: Nozzle Configuration: 180 x 1 nozzle Black, 59 x 1 nozzle per colour Print Direction: Bi-directional printing Maximum Print Resolution: 5760 x 1440 dpi	Php	13,565.00	Php _____	Php _____
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RFQ No. 2021-11-785  
 Procurement of Various Office Equipment

ITEM	QTY.	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL	
			Office: Sta. Ana Hospital Charge to: PhilHealth Trust Fund ABC: Php292,930.00	PR No. 77			
3	2	units	Steel Filing Cabinet 4 Layers, Lateral Features: Anti-Tilt , Central Looking, Punched Holes for Folders, Plastic Divider, Movable Hanger, with Name Holder Color: Beige Dimension: L35.43" x W17.72" x H52.3" Thickness Gauge #24	Php	22,575.00	Php _____	Php _____
4	2	units	Industrial Stand Fan Industrial Tripod Fan 30" Tripod type industrial fan 280 watts power 3 fan speed control with oscillation 330 m <sup>3</sup> per minute air volume with built-in thermal fuse adjustable height up to 183cm	Php	10,000.00	Php _____	Php _____
5	2	units	Wall Fan 18 inches Fan Blade 90 Watts, 3 Speed Fan Speed: 1425 RPM with Thermal Cut Off Fuse	Php	2,930.00	Php _____	Php _____
6	2	units	Uninterruptible Power SupplyY ( UPS ) Line Interactive with Automatic Voltage Regulator Tower Black 650 VA / 360 W	Php	2,645.00	Php _____	Php _____

278 x 100 x 143

7	2	units	Automatic Voltage Regulator ( AVR ) 500 Watts	Php	450.00	Php	_____	Php	_____
						Total: Php	_____		_____
			X-X-X-X-X-X-X-X-X-X						vvvvvvvvvvvvv

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