

CITY GENERAL SERVICES OFFICE

REQUEST FOR QUOTATION (RFQ) No. 2021-10-709

NP - Small Value Procurement

October 25, 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 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
- d. Income/Business Tax Return
- e. Omnibus Sworn Statement

Canvassed By:

THELMA L. PEREZ
Officer-In-Charge

NENITA C. FLORES
Acting Supply Officer I

ITEM	QTY.	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL
			Office: Department of Assessment Charge to: Other Supplies and Materials Expenses ABC: Php976,920.00	PR. No. 1820		
1	80	pcs.	UPS 650VA 4 outlets	Php 4,120.00	Php_____	Php_____
2	8	units	Window PA System	Php 5,000.00	Php_____	Php_____
3	4	pcs.	Powerbank 20,000mah	Php 8,200.00	Php_____	Php_____
5	1	unit	Wet and Dry Vacuum Cleaner, 10 L	Php 7,800.00	Php_____	Php_____
6	4	pcs.	SSD Drive - 480GB	Php 7,200.00	Php_____	Php_____
7	1	pc.	Ream Cutter A4 size, (Paper metal)	Php 9,000.00	Php_____	Php_____
8	24	sets	Computer Tables and Chairs	Php 7,645.00	Php_____	Php_____
9	16	pcs.	Four (4) Layer Steel Cabinet	Php 14,990.00	Php_____	Php_____
10	1	unit	Heavy Duty Laminator	Php 12,000.00	Php_____	Php_____
11	12	tanks	Fire Extinguisher, HCFC, 20 lbs./ tank xxxxxxxxxxxxxxxxxxxx	Php 7,800.00	Php_____	Php_____
					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