

CITY GENERAL SERVICES OFFICE

REQUEST FOR QUOTATION (RFQ) No. 2021-10-716

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 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:

**THELMA L. PEREZ**  
Officer-in-Charge

**NOEMI D. BOLINAS**  
Supply Officer III

ITEM	QTY	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL
			Office: City Budget Office Charge to: Capital Outlay - Machinery and Equipment-Office Equipment ABC: Php274,700.00	PR No. 1876 OBR No. 100-2110-09820		
1	1	unit	Air conditioning unit, brand new Floor mounted navigation wireless 6HP, non inverter	Php 161,500.00	Php _____	Php _____
2	1	lot	Supplies and materials for mechanical and installation, (108 feet)	Php 113,200.00	Php _____	Php _____

x x x x x

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