

CITY GENERAL SERVICES OFFICE

REQUEST FOR QUOTATION (RFQ) No. 2022-01-30  
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 as per schedule of the event 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 Certificate
  - d. Income/Business Tax Return
  - e. Omnibus Sworn Statement

Canvassed By:

THELMA L. PEREZ  
Officer-In-Charge

ANA MARGARITA G. DAVID  
Acting Supply Officer I

ITEM	QTY.	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL
			<b>Office:</b> Department of Social Welfare <b>Charge to:</b> Representation Expenses <b>ABC:</b> Php 200,000.00	PR No. 195 OBR No. 100-2201-00276		
			<b>Food and Drinks</b>			
1	400	pack	Lunch Pack Rice with Fried Chicken or Adobo, min. water	Php 290.00	Php _____	Php _____
2	560	pack	Snack Pack Pancit or Burger, min. water X-X-X-X-X-X-X-X-X-X	150.00	Php _____	Php _____
					<b>TOTAL :</b>	Php _____ XXXXXXXXXX

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