

CITY GENERAL SERVICES OFFICE

**REQUEST FOR QUOTATION (RFQ) No. 2022-02-93**  
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:

JOSE LEORIEL B. PASIA  
Acting Supply Officer I

THELMA L. PEREZ  
Officer-In-Charge

ITEM	QTY.	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL
			Office: Bureau of Permits Charge to: Repair and Maintenance - Machinery and Equipment Expenses ABC: Php68,000.00	PR No. 379 OBR No. 100-2202-01012		
			KOLIN Aircon Wall Mounted, Split Type, 2.5hp Model : KSG-250B1G-I Serial No's: 16071408-11298, 16071607-12532, 16071408-11225, 16071607-12592, 16071607-13028, 16071408-12902, 16071408-11591, 16071607-13025, 16071607-12902 and 16071607-12454			
			Scope of Work: Package			
10	units		General cleaning for proper maintenance	Php 2,600.00	Php _____	Php _____
1	unit		Director's Office - Repair/brazing and start up	18,500.00	_____	_____
1	unit		Atty.'s Office - Capacitor replacement	2,500.00	_____	_____
1	unit		Analyst Office - Accu fan motor and capacitor replacement	2,500.00	_____	_____
1	unit		Occupational Area - Repair/brazing, leak testing w/ nitrogen and charging refrigerant gas R22 and start up	18,500.00	_____	_____
			Check mechanical works and labor charge		Total: Php _____	vvvvvvvvvvvvvv
			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