


CITY GENERAL SERVICES OFFICE
REQUEST FOR QUOTATION (RFQ) No. 2022-03-100
 NP-Small Value Procurement
 March 7, 2022

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 Certificate
 - d. Income/Business Tax Return
 - e. Omnibus Sworn Statement

Canvassed By:


 ERWIN M. BUNZALAN
 Supply Officer II

THELMA L. PEREZ
 Officer-In-Charge

ITEM	QTY.	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL PRICE
Office: Department of Tourism, Culture and Arts of Manila PR No. 286 Charge to: Other Supplies and Materials Expenses OBR No. 100-2201-00455 ABC: Php838,418.40						
1.	80	pcs	Key To The City (Small) - Made of Brass, painted and gold plated - size: 6 1/2" long, engraved name of City Mayor - and logo of the City of Manila - with wooden box and felt cloth lining	Php 4,050.00	Php _____	Php _____
2.	19	sets	Evolution of Flags 3" x 5"	Php 708.00	Php _____	Php _____
3.	16	pcs	Philippine Flag 5" x 10"	Php 1,680.00	Php _____	Php _____
4.	16	pcs	Philippine Flag 6" x 12"	Php 2,100.00	Php _____	Php _____
5.	500	pcs	Flaglets (Philippines) 5"x8"	Php 45.00	Php _____	Php _____
6.	500	pcs	Flaglets (Manila Banner) 5"x8"	Php 45.00	Php _____	Php _____
7.	560	pcs	Placemats for Souvenirs size: 18" x 12", Good Old Days Laminated Papers with different illustrations of Heritage Sites of Manila, 6 pcs/pack	Php 500.00	Php _____	Php _____
8.	2	pcs	Dry Seal with Lungsod ng Maynila	Php 1,600.00	Php _____	Php _____
9.	2	pcs	Date Stamp/Ink/Stamp pad	Php 800.00	Php _____	Php _____
10.	16	pcs	Trash Can Bins	Php 417.50	Php _____	Php _____
11.	1	unit	ID Card Printer Machine	Php 98,864.00	Php _____	Php _____
12.	1	unit	Water Dispenser Hot and Cold x-x-x-x-x-x-x-x	Php 5,142.40	Php _____	Php _____
TOTAL						Php _____ vvvvvvvvvvvvvvvv

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