

CITY GENERAL SERVICES OFFICE

REQUEST FOR QUOTATION (RFQ) No. 2022-03-107

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:

THELMA L. PEREZ
Officer-In-Charge

JOSE LEORIEL B. PASIA
Acting Supply Officer I

ITEM	QTY.	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL
			Office: Office of the Mayor Charge to: Printing and Publication Expenses ABC: Php141,050.00	PR No. 394 OBR No. 100-2202-01486		
1	4	boxes	Envelope, brown, Manila Logo, long, 100s	Php 2,000.00	Php _____	Php _____
2	1	box	Envelope, brown, Manila Logo, short, 100s	Php 1,500.00	Php _____	Php _____
3	25	boxes	Envelope, white, mailing, Manila Logo, long	Php 1,000.00	Php _____	Php _____
4	1	box	Envelope, white, mailing, Manila Logo, short	Php 800.00	Php _____	Php _____
5	32	reams	Letter Head, City of Manila Logo, legal	Php 1,500.00	Php _____	Php _____
6	27	reams	Letter Head, City of Manila Logo, letter	Php 1,250.00	Php _____	Php _____
7	20	pads	Memo Pad, with City of Manila Logo	Php 400.00	Php _____	Php _____
8	40	pads	Visitor Slips	Php 400.00	Php _____	Php _____
			x-x-x-x-x-x-x-x-x-x			vvvvvvvvvvvv

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.

Date