

CITY GENERAL SERVICES OFFICE

**REQUEST FOR QUOTATION (RFQ) No. 2022-04-149**  
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: City Budget Office Charge to: Machinery and Equipment Office Equipment Expenses ABC: Php55,000.00		PR No. 455 OBR No. 100-2203-02883	
1	1	unit	Paper Shredder Cross-Cut Shredder Cut size (inches): 5/32" x 1-1/2" Speed (Feet per Minute): 10 Bin capacity (gallons): 6 Sheet Capacity: 16 Shreds per Sheet: 397	25,000.00	Php _____	Php _____
2	1	unit	Paper Shredder Cross-Cut Shredder Cut size (inches): 5/32" x 1-1/2" Speed (Feet per Minute): 10 Bin Capacity (gallons): 9 Sheet Capacity: 18 Shreds per Sheet: 397	30,000.00	Php _____	Php _____ Total: Php _____ vvvvvvvvvvvvv
			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