

CITY GENERAL SERVICES OFFICE

REQUEST FOR QUOTATION (RFQ) No. 2022-04-163
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: City Auditor's Office Charge to: Capital Outlay Furniture and Fixtures Expenses ABC: Php356,400.00		PR No. 353 OBR No. 100-2202-00789	
1	36	units	Managerial Chair Hi-Back with head rest cushion in breathable mesh Comes with Foot Rest for maximum comfort Metal and Black PP arm rests Chrome base Adjustable seat height With tilt mechanism 360 degrees swivel function Color: Black Dimensions: 61(W) x 58(D) x 119(H) cm. Weight: 15kgs. X-X-X-X-X-X-X-X-X-X	9,900.00	Php _____ Total: Php _____	_____

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