

SF-GOOD-60

**REQUEST FOR QUOTATION
(53.9 "Small Value Procurement")**

**Ceejay's Enterprises
5MJ Marketing
MFM Enterprises**

Date: February 15, 2023

Quotation No.: 0088R

Place of Delivery: City General Services Office

Please quote your lowest price on the items listed below, subject to the General Conditions on the Philippine Bidding Documents on Goods, stating the shortest time of delivery and submit your quotation duly signed by your representative **on or before February 21, 2023 at 10:00 a.m.**

ATTY. ALEXANDER ERIC F. ELIAS

BAC-Chairperson

Note: ALL ENTRIES MUST BE TYPEWRITTEN / LEGIBLY WRITTEN.

1. DELIVERY PERIOD **TEN (10) CALENDAR DAYS**
2. WARRANTY SHALL BE FOR A PERIOD OF THREE (3) MONTHS FOR EXPENDABLE SUPPLIES, ONE (1) YEAR FOR NON-EXPENDABLE SUPPLIES, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY.
3. PRICE VALIDITY SHALL BE FOR A PERIOD OF THIRTY (30) CALENDAR DAYS.
4. G-EPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION, IF AVAILABLE.
5. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED.
6. **INDICATE BRAND NAME OF ITEMS BEING OFFERED.**
7. **DROP YOUR QUOTATION IN A SEALED ENVELOPE AND PROPERLY LABELED-**
8. **Bidders are requested to submit PHILGEPS REGISTRATION NUMBER/ PHILGEPS PLATINUM CERTIFICATE, OMNIBUS SWORN STATEMENT AND BUSINESS/MAYOR'S PERMIT**
9. **Downloaded Form must be duly signed by BAC Chairman prior to submission for the opening of bidding documents.**
10. **For Tires and Batteries, ONE (1) YEAR WARRANTY**
11. **Bidders are required to indicate unit price per item, type written or legibly hand-written.**

ITEM NO.	ITEM & DESCRIPTION	BRAND NAME	QTY	Unit	UNIT PRICE	TOTAL
	OFFICE SUPPLIES					
1.	Adding Machine, 12-digit AC ink ribbon, black and red color printing with tax and business calculations, grand total memory, with currency conversion and cash change function, with stable stroke keyboard Estimated Cost: P24,000.00		2	units		
2.	Air Conditioner, Wall Mounted Split Type, 2.5Hp, 2,200w power consumption, 24,000 kj/hr cooling capacity, 230v, 60hz, 1ph power supply, 10.9 energy efficiency ratio. With installation. Estimated Cost: P160,000.00		4	units		
3.	Electric Fan, Stand - 18 inches, 3 speed, 90W. Estimated Cost: P10,000.00		4	units		
4.	Electric Fan, Stand Fan - 16 inches blade, 3-speed. Estimated Cost: P52,800.00		22	units		
5.	Industrial Stand Fan, 32 inches metal blade. Estimated Cost: P10,800.00		1	unit		
6.	PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper.. Estimated Cost: P11,946.40		2	units		
7.	Storage Box, Megabox high-impact - 155 ltrs. cap. (White). Estimated Cost: P32,400.00		30	units		
8.	Typewriter, Manual 18 inches carriage, 46 keys, margin alignment character insertion, line spacing 1/1.5/2/2.5/3, with ribbon selector - black, red, stencil Estimated Cost: P24,000.00		2	units		
9.	Whiteboard with aluminum frame - 5 x 10 feet. Estimated Cost: P10,800.00		2	units		
Purpose: For official use in the Office of the City General Services-Stocks (1st Quarter), this city						

Brand and Model : _____
 Delivery Period : _____
 Warranty : _____
 Price Validity : _____

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

Printed Name / Signature

*Tel. No. / Cellphone No.
e-mail address*

Date