

SF-GOOD-60

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

Date: February 13, 2023

Quotation No.: 0098-7

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 16, 2023 at 10:00 a.m.**

**ATTY. ALEXANDER ERIC F. ELIAS**  
*BAC-Chairperson*

**Note: ALL ENTRIES MUST BE TYPEWRITTEN / LEGIBLY WRITTEN.**

1. DELIVERY PERIOD **SEVEN (7) 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-EPIS 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
<b>1.</b>	<b>DOCUMENTATION (Photo and Video)</b> Description: Bits and pieces of Dia de Zamboanga with soft and hard copies of the following: *Photo All photos soft copies must submit in a USB *Edited Videos All videos must be submitted in a USB  Note: List of activities to cover will be provided by City Tourism		1	Pckg		
	<b>Activity: Dia de Zamboanga 2023</b> <b>General Requirements</b>					
<b>Purpose: For Official use in the Office of the City Tourism, this city</b>						

*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*