

Republic of the Philippines  
City Government of Cagayan de Oro  
BIDS AND AWARDS COMMITTEE

**REQUEST FOR QUOTATION**

**Project Name: Procurement of 1 unit A3 Printer/scanner/photocopier and 1 other item; PR No. 24-0470 dated february 27, 2024**

**Method of Procurement: Section 53.9 (Negotiated Procurement[Small Value Procurement] of the Updated 2016 Revised IRR of R.A. 9184)**

Date : **April 8, 2024**  
Quotation No. : **0441-24**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

Please quote your best lowest price on the item/s listed below, subject to the Terms and Conditions on this page and submit/return this Request for Quotation (RFQ) duly filled-out and signed by your authorized representative not later than **2:00 PM of April 15, 2024**.

By Authority of the BAC:

  
**ATTY. JOEFFREY D. NAMALATA**

\_\_\_\_\_  
City General Services Officer

**Terms and Conditions:**

1. **Delivery Period shall be within 30 calendar days.**
2. **Warranty shall be for a period of Three (3) months for supplies & materials; one (1) year for equipment, from the date of acceptance by the procuring entity.**
3. **Price Validity shall be for a period of Ninety (90) calendar days.**
4. **The following shall be attached upon submission of the quotation:**
  - 1) **PhilGEPS Registration Number**
  - 2) **Current and valid Mayor's/Business Permit**
  - 3) **Brochures of the product being offered for equipment/ vehicles/electronic devices/ appliances**
  - 4) **Omnibus Sworn Statement (duly notarized), for Approved Budget for the Contract (ABC) above fifty thousand pesos**

Item No.	ITEM & DESCRIPTION	BRAND & MODEL	QTY	UNIT	UNIT PRICE
1	A3 Printer/scanner/photocopier - •Printer Type: Print, Scan, Copy, Fax with ADF •Maximum print, scan, and copy size: A3 •Paper Input: 3 x Paper Tray, Multi-purpose tray (MP tray), Manual Feed Slot •Additional Ink: 3pcs Black, 1pc Cyan, 1pc Magenta, 1pc Yellow •With warranty		1	unit	
2	Printer Ink Refill: Black, Cyan, Magenta, Yellow - Ink for the A3 Printer, Scanner and photocopier 1 Set: Black, Cyan, Magenta and Yellow ink *Contact end-user for specs; suited to above A3 printer/scanner/photocopier		4	set	

Total Amount in Words and Figures

PhilGeps Registration Number : \_\_\_\_\_

After having carefully read and accepted your Terms and Conditions, I/we quoted you on the item/s at price/s quoted above.

\_\_\_\_\_  
Printed Name / Signature

\_\_\_\_\_  
Tel. No. / Cellphone No. / E-mail Address

\_\_\_\_\_  
Date