

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

REQUEST FOR QUOTATION

Project Name: Supply and delivery of 3 pcs Magnetic White Board Eraser and 25 other items; PR 24-0396,dated February 23, 2024


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

Date : **March 25, 2024**
Quotation No. : **0333-24**

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 1, 2024** .

By Authority of the BAC: 
ATTY. JOEFFREY D. NAMALATA
City General Services Officer

Terms and Conditions:

- 1. Delivery Period shall be within **20** 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	MAGNETIC WHITE BOARD ERASER - Magnetic White Board Eraser		3	pc	
2	Permanent Marker - Permanent Marker, Fine Type, Black		40	pc	
3	White Board Marker - Whiteboard Marker , Bullet Type, Black		40	pc	
4	Scissors - Scissors		3	pc	
5	Paper glue - Paper Glue 120g		8	pc	
6	Crayons Single - Multicolored Crayons 8s		40	box	
7	Stapler with remover, heavy duty - Stapler with Remove, Heavy Duty		2	pc	
8	Special Paper, A4 Pale cream gsm 200 100 sheets - Special Paper, A4 Pale cream gsm 200 100 sheets set		5	set	

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.

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Item No.	ITEM & DESCRIPTION	BRAND & MODEL	QTY	UNIT	UNIT PRICE
9	Columnar Notebook 12 cols. - Columnar Notebook 12 Columns		100	pc	
10	2 Columns Columnar Pad 50 sheets - Columnar Pad 50 sheets 216mm x 315mm (8.5x14") 2 Columns		100	pc	
11	Manila Paper - Manila Paper 90 cm x 120 cm		80	pc	
12	guntacker - Guntacker BR50 4-14mm		2	pc	
13	guntacker wire - Guntacker Wire for BR50 4-14mm		2	box	
14	Glossy Premium Plus Photo Paper (235 gsm) - Glossy Premium Plus Photo Paper (235 gsm) A4 Size		20	pack	
15	Bond paper - Bond Paper, A4 Size		7	ream	
16	certificate holder A4 - Certificate Holder ,A4 Size		50	pc	
17	Scotch Tape - Scotch Tape, Size : 1 1/2"		5	pc	

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Item No.	ITEM & DESCRIPTION	BRAND & MODEL	QTY	UNIT	UNIT PRICE
18	Ink Refill for GI-790 (Genuine) Ink Color Yellow, Magenta, Cyan - Ink Refill for GI-790 (Genuine) Ink Color Yellow, Magenta, Cyan		4	bottle	
19	Megabox Storage, 70L that has a lid that locks into place using the latces on the side - Megabox Storage, 70L that has a lid that locks into place using the latches on the side		5	pc	
20	Ballpen, black - Ballpen Black :HBW Retractable 0.5 mm		500	pc	
21	Cartolina Assorted Colors - Cartolina : Color : Yellow, Pink, Blue, Green		100	pc	
22	Correction Tape, film base type UL 6m min - Correction Tape, Film Base Type, UL6m		50	pc	
23	Pencil (Pref. Mongol #2) - Pencil Mongol No. 2		500	pc	
24	Ink Refill for GI-790 (Genuine) Ink Color Black - GI-790 (Genuine) Ink Color Black		4	bottle	

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Item No.	ITEM & DESCRIPTION	BRAND & MODEL	QTY	UNIT	UNIT PRICE
25	Canon Cartridge - Cartridge for Canon Ch7 Color		3	pc	
26	Canon Cartridge - Cartridge Canon Bh7 Black		3	pc	

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