

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

**REQUEST FOR QUOTATION**  
**Project Name: Supply and Delivery of Printer and other Items ; PR No. 25-4465 dated October 02, 2025.**  
**Method of Procurement: NP - 53.9 Small Value Procurement**

Date : **December 16, 2025**  
Quotation No. : **3609-25**

\_\_\_\_\_  
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 December 19, 2025**.

By Authority of the BAC:

  
**ATTY. JOEFFREY D. NAMALATA**

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

**Terms and Conditions:**

1. **Delivery Period shall be within 7 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 (P50,000.00).**

Item No.	ITEM & DESCRIPTION	BRAND & MODEL	QTY	UNIT	UNIT PRICE
1	Printer - Printer Wifi Duplex , A3, All-in-One Tank Printer Print speed of up to 17.0 ipm Prints up to A3+ (for simplex) Ultra-high page yield of 7,500 pages (black) and 6,000 pages (colour) Flatbed Scan & Copy up to Legal Size Warranty: 1 Year Parts & Labor		1	unit	
2	Printer - All-in-One Ink Tank Printer Print, scan, copy Maximum Copies from Standalone: 20 copies Maximum Copy Resolution: 600 x 600 dpi Print, scan, copy Maximum Copies from Standalone: 20 copies Maximum Copy Resolution: 600 x 600 dpi Warranty: 1 Year Parts & Labor		10	unit	

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

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Item No.	ITEM & DESCRIPTION	BRAND & MODEL	QTY	UNIT	UNIT PRICE
3	Android Cellular Phone - Android Smart Phone Processor 2.2 GHz, 2 GHz, CPU Speed 2.2 GHz, 2 GHz, Octa Core Super AMOLED, Resolution: 1080 x 2340 (FHD+), 6.7" display Memory 4GB, Storage 128 GB, Support external storage USB Type C, USB 2.0, WIFI & Bluetooth connectivity  Battery 5000mAh Video: MP4, M4V, 3GP, 3G2, AVI, FLV, MKV, WEBM 2G GSM, 3G WCDMA, 4G LTE FDD, 4G LTE TDD, Dual-Sim Warranty: 1 Year Parts & Labor		15	unit	
4	Webcam - 1080p Full HD Webcam		25	unit	

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Item No.	ITEM & DESCRIPTION	BRAND & MODEL	QTY	UNIT	UNIT PRICE
5	Keyboard - Wireless Keyboard / Advanced 2.4 GHz wireless Wireless range: >10m wireless range Plug and Play Keyboard		10	unit	
6	Mouse - Wireless Mouse / Advanced 2.4 GHz wireless		10	unit	
7	Router - Dual-Band Gigabit Wi-Fi 6 Router, Gigabit WiFi		5	unit	
Total Amount in Words and Figures					

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