

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

REQUEST FOR QUOTATION

Project Name: Supply and delivery of 20 pc cartridge Printer ink and 11 other items; PR No. 24-0210 dated February 12, 2024

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

Date : **March 4, 2024**
Quotation No. : **24-0210**

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 March 7, 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	Printer Ink - Ink for Brother Printer MFC-J3520, LC3617 Magenta		20	cartridge	
2	Printer Ink - Ink for Brother Printer MFC-J3520, LC3617 Cyan		20	cartridge	
3	Printer Ink - Ink for Brother Printer MFC-J3520, LC3617 Yellow		20	cartridge	
4	Printer Ink - Ink for Brother Printer MFC-J3520, LC3617 Black		20	cartridge	
5	Printer Ink - Epson L15150, 008 Magenta 70ml		10	bottle	
6	Printer Ink - Epson L15150, 008 Cyan 70ml		10	bottle	
7	Printer Ink - Epson L15150, 008 Yellow 70ml		10	bottle	
8	Printer Ink - Epson L15150, 008 Yellow 70ml		10	bottle	
9	Printer Ink - Epson L405, T664 Magenta 70ml		10	bottle	
10	Printer Ink - Epson L405, T664 Cyan 70ml		10	bottle	

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

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Item No.	ITEM & DESCRIPTION	BRAND & MODEL	QTY	UNIT	UNIT PRICE
11	Printer Ink - Epson L405, T664 Yellow 70ml		10	bottle	
12	Printer Ink - Epson L405, T664 Black 70ml		10	bottle	

PhilGeps Registration Number : _____

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Printed Name / Signature

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

Date