

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

REQUEST FOR QUOTATION


Project Name: Supply and delivery of 250 reams Paper Multi Purpose and 11 other items; PR 24-0174,dated February 7, 2024
Method of Procurement: SHOPPING 52.1

Date : **February 21, 2024**
Quotation No. : **1057-24**

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 February 26, 2024**.

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

Terms and Conditions:

- 1. Delivery Period shall be within **15** 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 | Paper Multi-Purpose (copy), Legal, 70GSM - . | | 250 | ream | |
| 2 | Paper Multi-purpose (Copy)A4 70gsm - . | | 100 | ream | |
| 3 | Sign Pen - 0.5mm, black | | 300 | pc | |
| 4 | Ballpen - 0.5mm, black, high quality, 50 pcs./box | | 10 | box | |
| 5 | Ballpen - 0.5mm, blue, high quality, 50 pcs./box | | 2 | box | |
| 6 | Folder - white, long, ordinary | | 300 | pc | |
| 7 | Brown Envelope - long, ordinary | | 500 | pc | |
| 8 | Computer Continuous Form, 2 ply, 280mm x 378mm - . | | 2 | box | |
| 9 | Carbon Paper - blue, 100's/ box | | 2 | box | |
| 10 | Correction Tape - 10m, high quality | | 300 | pc | |
| 11 | Battery AA (2pieces/pack) - high quality | | 50 | pack | |
| 12 | Battery AAA - high quality | | 50 | pack | |

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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