

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

**REQUEST FOR QUOTATION**

**Project Name: Supply and delivery of 30 cartridge Printer Ink and 7 other items; PR 24-0176, dated February 7, 2024**  
**Method of Procurement: Section 53.9 (Negotiated Procurement[Small Value Procurement] of the Updated 2016 Revised IRR of R.A. 9184)**

Date : **February 21, 2024**  
Quotation No. : **1056-24**

\_\_\_\_\_  
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        | Printer Ink - Ink for Brother Printer MFC-J3520, LC3617 Magenta |               | 30  | cartridge |            |
| 2        | Printer Ink - Ink for Brother Printer MFC-J3520, LC3617 Cyan    |               | 30  | cartridge |            |
| 3        | Printer Ink - Ink for Brother Printer MFC-J3520, LC3617 Yellow  |               | 30  | cartridge |            |
| 4        | Printer Ink - Ink for Brother Printer MFC-J3520, LC3617 Black   |               | 30  | cartridge |            |
| 5        | Printer Ink - Epson L5290, 003 Black 70ml                       |               | 15  | bottle    |            |
| 6        | Printer Ink - Epson L5290, 003 Cyan 70ml                        |               | 10  | bottle    |            |
| 7        | Printer Ink - Epson L5290, 003 Magenta 70ml                     |               | 10  | bottle    |            |
| 8        | Printer Ink - Epson L5290, 003 Yellow 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