Procuring Entiry : City Government of Cagayan de Oro
Requisition Office : CITY INFORMATION OFFICE

Purchase Request Number : **22-4259**
Purchase Request Date : **November 7, 2022**
Approved Budget for the Contract : **P243,099.00**
PPMP code : **CIO22-201**

Republic of the Philippines
City Government of Cagayan de Oro
BIDS AND AWARDS COMMITTEE (BAC) - GOODS
City Hall, Cagayan de Oro City

REQUEST FOR QUOTATION (NEGOTIATED 53.9 SMALL-VALUE of the 2016 IRR OF RA 9184)
Supply and Delivery of 1 Tube Toner Drum and other items; PR No. 22-4259 dated 07 November 2022.

Company Name

Date : **January 18, 2023**
Quotation No. : **0419-23**

Address

Please quote your lowest price on the item/s listed below, subject to the Terms and Conditions on this page and duly submit/return this Request for Quotation (RFQ) duly filled-out and signed by your representative not later than **2:00 PM January 23, 2023** in the return envelope attached herewith.

By Authority of the BAC:

ATTY. PERCY G. SALAZAR
BAC Chairperson

Terms and Conditions:

1. **DELIVERY PERIOD: WITHIN 7 CALENDAR DAYS.**
2. **WARRANTY SHALL BE FOR A PERIOD OF THREE (3) MONTHS FOR SUPPLIES & MATERIALS; ONE (1) YEAR FOR EQUIPMENT/ELECTRONIC DEVICES/APPLIANCES 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 CERTIFICATE**
    2) **CURRENT AND VALID MAYOR'S/BSINESS PERMIT**
    3) **BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED FOR EQUIPMENT/ELECTRONIC DEVICES/APPLIANCES**
    4) **OMNIBUS SWORN STATEMENT (DULY NOTARIZED), FOR APPROVED BUDGET FOR THE CONTRACT (ABC) ABOVE FIFTY THOUSAND PESOS (₱50,000.00)**

Item No.	ITEM & DESCRIPTION	BRAND & MODEL	QTY	UNIT	UNIT PRICE
1	Toner Drum - Cyan for (Develop Copier Machine Ineo+221)		1	tube	
2	Toner Drum - Magenta for (Develop Copier Machine Ineo+221)		1	tube	
3	Toner Drum - Yellow for (Develop Copier Machine Ineo+221)		1	tube	
4	Toner Drum - 512 Black for (Develop Copier Machine Ineo+221)		1	tube	
5	Toner - TN220 Y (Yellow) for (Develop Copier Machine Ineo+221)		1	tube	
6	Toner - TN220 M (Magenta) for (Develop Copier Machine Ineo+221)		1	tube	
7	Toner - TN220 C (Cyan) for (Develop Copier Machine Ineo+221)		1	tube	
8	Toner - TN220 K (Black) for (Develop Copier Machine Ineo+221)		2	tube	

PhilGeps Registration Number : _____

After having carefully read and accepted your Terms and Conditions. I/we quoted you on the item at prices quoted above.

_____
Printed Name / Signature

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

_____
Date