

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

**REQUEST FOR QUOTATION**  
**Project Name: Supply and Delivery of Varnish and Other Items; PR No. 26-1220 dated March 23, 2026**  
**Method of Procurement: 8. Sec. 34 Small Value Procurement**

Date : **April 30, 2026**  
Quotation No. : **0312-26**

\_\_\_\_\_  
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 May 6, 2026**.

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 (P50,000.00).

Item No.	ITEM & DESCRIPTION	BRAND & MODEL	QTY	UNIT	UNIT PRICE
1	Varnish - 1 liter per bottle; clear, for wood surfaces, gloss (or matte); durable, moisture-resistant, fast-drying, approx. 10–12 sqm/L coverage		550	bottle	
2	Marine Plywood 1/2" (12 mm), 4' x 8' - Marine grade plywood; 12 mm thickness; 1.22 m x 2.44 m; durable hardwood core; waterproof adhesive; suitable for formworks		480	sht	
3	Coco Lumber 2x4x8 - 2" x 4" x 8' good quality		480	pc	
4	Coco Lumber - 2x4x10 - 2" x 4" x 10' construction grade		480	pc	
Total Amount in Words and Figures					

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