

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

**REQUEST FOR QUOTATION**

**Project Name: SUPPLY AND DELIVERY OF 80 PACK DISPOSABLE KNIFE & OTHER ITEMS; PR NO. 24-1104 DATED APRIL 5, 2024**

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

Date : **May 15, 2024**  
Quotation No. : **0885-24**

\_\_\_\_\_  
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 May 20, 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	Disposable Knife - 50pcs white		80	pack	
2	Paper Bowl - with lid 50pcs 750cc		1100	pack	
3	Egg Tray - 5 pcs xL up to 30pcs		200	set	
4	Disposable Chef Cap - 30pcs tall white		898	pack	
5	Apron - Kitchen		50	pc	
6	Paper Liner - disposable 50pcs brown		100	pack	
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