

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

REQUEST FOR QUOTATION

Project Name: Supply and Delivery of Sand Paper and Other Item; PR No. 26-1219 dated March 23, 2026
Method of Procurement: 8. Sec. 34 Small Value Procurement

Date : **April 29, 2026**
Quotation No. : **0307-26**

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 5, 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 | Sand Paper - Waterproof Sand paper Set 50Pcs | | 650 | set | |
| 2 | Vulcaseal - Vulcaseal Sachet 75ml/6pcs | | 650 | 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