Procuring Entiry : City Government of Cagayan de Oro
Requisition Office : HUMAN RESOURCE MANAGEMENT OFFICE

Purchase Request Number : **26-1490**
Purchase Request Date : **April 21, 2026**
Approved Budget for the Contract : **P300,000.00**
PPMP code : **HRMO26-EQ04**

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

REQUEST FOR QUOTATION

Project Name: Supply and Delivery of Computer Desktop with Complete Accessories; PR No. 26-1490 dated April 21, 2026.
Method of Procurement: 8. Sec. 34 Small Value Procurement

Date : **June 29, 2026**
Quotation No. : **0590-26**

_____
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 July 2, 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 prodcuct 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 (₱50,000.00).**

Item No.	ITEM & DESCRIPTION	BRAND & MODEL	QTY	UNIT	UNIT PRICE
1	Computer desktop with complete accessories - -AMD AM4 RYZEN 5-5600GT 3.6GHZ OPEN BOX -MB AM4 ASUS PRIME A520M-K/CSM VGA,HDMI,M.2,D4 MATX -KINGSTON 16GB KVR32N22D8/16WP DDR4 3200MHZ CL22 288-PIN MEMORY FOR DESKTOP -KINGSTON 1TB SNV3S/1000GB NV3 NVME M.2 PCIe 4.0 SOLID STATE DRIVE -CIVO K04 ATX CASING -CIVO 700W POWER SUPPLY -WINDOWS 11 HOME 64BIT ENG INTL 1PK DSP OEI DVD NO SOFTWARE -A4TECH OP-720 USB MOUSE A4TECH KRS-83 USB KEYBOARD -ACER EK251Q P6bi 24.5”/25” 144HZ VGA, HDMI IPS LED MONITOR		5	unit	
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

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Date