Procuring Entiry : City Government of Cagayan de Oro
Requisition Office : CITY DISASTER RISK REDUCTION MANANAGEMENT OFFICE

Purchase Request Number : **23-3942**
Purchase Request Date : **October 19, 2023**
Approved Budget for the Contract : **P554,625.00**
PPMP code : **CDRR23-LDRRMF106**

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

REQUEST FOR QUOTATION

Project Name: Supply and Delivery of 375 boxes of Paper Cups; PR No. 23-3942, dated Oct 19, 2023
Method of Procurement: Section 53.9 (Negotiated Procurement[Small Value Procurement] of the Updated 2016 Revised IRR of R.A. 9184)

Date : **December 12, 2023**
Quotation No. : **23-3942**

_____
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 December 15, 2023** .

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	Paper Cups (1000 pcs./box) - Capacity: 6.5 ounce, 1000 pcs. per box		375	box	

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