

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

REQUEST FOR QUOTATION

Project Name: Supply and delivery of 250 reams Paper Multi Purpose and 11 other items; PR 24-0174, dated February 7, 2024

Method of Procurement: SHOPPING 52.1

Date : **February 21, 2024**
Quotation No. : **1057-24**

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 February 26, 2024**.

By Authority of the BAC:



ATTY. JOEFFREY D. NAMALATA

City General Services Officer

Terms and Conditions:

1. **Delivery Period shall be within 15 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	Paper Multi-Purpose (copy), Legal, 70GSM - .		250	ream	
2	Paper Multi-purpose (Copy)A4 70gsm - .		100	ream	
3	Sign Pen - 0.5mm, black		300	pc	
4	Ballpen - 0.5mm, black, high quality, 50 pcs./box		10	box	
5	Ballpen - 0.5mm, blue, high quality, 50 pcs./box		2	box	
6	Folder - white, long, ordinary		300	pc	
7	Brown Envelope - long, ordinary		500	pc	
8	Computer Continuous Form, 2 ply, 280mm x 378mm - .		2	box	
9	Carbon Paper - blue, 100's/ box		2	box	
10	Correction Tape - 10m, high quality		300	pc	
11	Battery AA (2pieces/pack) - high quality		50	pack	
12	Battery AAA - high quality		50	pack	

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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