

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


REQUEST FOR QUOTATION
Project Name: Supply and delivery of 30 cartridge Printer Ink and 7 other items; PR 24-0176,dated February 7, 2024
Method of Procurement: Section 53.9 (Negotiated Procurement[Small Value Procurement] of the Updated 2016 Revised IRR of R.A. 9184)

Date : **February 21, 2024**
Quotation No. : **1056-24**

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	Printer Ink - Ink for Brother Printer MFC-J3520, LC3617 Magenta		30	cartridge	
2	Printer Ink - Ink for Brother Printer MFC-J3520, LC3617 Cyan		30	cartridge	
3	Printer Ink - Ink for Brother Printer MFC-J3520, LC3617 Yellow		30	cartridge	
4	Printer Ink - Ink for Brother Printer MFC-J3520, LC3617 Black		30	cartridge	
5	Printer Ink - Epson L5290, 003 Black 70ml		15	bottle	
6	Printer Ink - Epson L5290, 003 Cyan 70ml		10	bottle	
7	Printer Ink - Epson L5290, 003 Magenta 70ml		10	bottle	
8	Printer Ink - Epson L5290, 003 Yellow 70ml		10	bottle	

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