

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

REQUEST FOR QUOTATION
Project Name: Supply and delivery of Refill Ink and other items; PR 24-2317,dated June 28, 2024
Method of Procurement: SHOPPING 52.1

Date : **August 7, 2024**
Quotation No. : **1881-24**

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 August 12, 2024**.

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	Refill Ink - for existing printer Epson 4150, #003 black		30	bottle	
2	Refill Ink - for existing printer Epson 4150, #003 cyan		30	bottle	
3	Refill Ink - for existing printer Epson 4150, #003 yellow		30	bottle	
4	Refill Ink - for existing printer Epson 4150, #003 magenta		30	bottle	
5	A4 Hot Stamping Certificate Paper - gold hot stamping, 10s/pack		100	pack	
6	Ballpen, black - .		500	pc	
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