

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

REQUEST FOR QUOTATION

Project Name: Supply and Delivery of Alcohol and Other Items; PR No. CONSOL25-001 dated April 15, 2025.
Method of Procurement: SHOPPING (SEC. 52)

Company Name _____

Date : **April 22, 2025**
Quotation No. : **0659-25**

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 April 25, 2025**.

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	ALCOHOL Ethyl, 1 Gallon		32	gallon	
2	BATTERY dry cell, size AAA		17	pack	
3	BATTERY, dry cell, size AA dry cell, size AA		12	pack	
4	BROOM (Walis Tambo)		33	piece	
5	BROOM (Walis Ting-ting)		15	piece	
6	CARTOLINA assorted colors		6	pack	
7	CLEANER Toilet Bowl and Urinal		12	bottle	
8	CLEANSER Scouring Powder		9	plastic container	
9	CLEARBOOK Legal size		3	piece	
10	CLIP backfold, 19mm		18	box	
11	CLIP backfold, 25mm		23	box	
12	CLIP backfold, 32mm		32	box	
13	CLIP backfold, 50mm		42	box	
14	CORRECTION TAPE		132	piece	
15	CUTTER/UTILITY KNIFE for general purpose		4	piece	
16	DATA FILE BOX		20	piece	
17	DETERGENT POWDER all purpose		111	pouch	
18	DISINFECTANT SPRAY		11	can	
19	ENVELOPE Documentary, A4		9	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

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

REQUEST FOR QUOTATION

Project Name: Supply and Delivery of Alcohol and Other Items; PR No. CONSOL25-001 dated April 15, 2025.
Method of Procurement: SHOPPING (SEC. 52)

Company Name _____

Date : **April 22, 2025**
Quotation No. : **0659-25**

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 April 25, 2025.**

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).**

20	ENVELOPE Documentary, legal,		18	box	
21	ENVELOPE Expanding, Kraft		5	box	
22	ENVELOPE, Mailing Mailing		3	box	
23	FASTENER		102	box	
24	FOLDER pressboard		4	box	
25	FOLDER with tab Legal		15	pack	
26	FOLDER, L-type, Legal L-type, Legal		2	pack	
27	GLUE all-purpose		13	bottle	
28	HAND SOAP liquid, 500mL		8	bottle	
29	INSECTICIDE		14	can	
30	LIGHT-EMITTING DIODE (LED) LIGHT BULB 7 watts		4	piece	
31	LIGHT-EMITTING DIODE (LED) LINEAR TUBE 18 watts		8	piece	
32	MARKER Permanent, Black		33	piece	
33	MARKER Whiteboard, Black		51	piece	
34	MARKER, Whiteboard, Blue Whiteboard, Blue		3	piece	
35	MOP BUCKET		4	unit	
36	NOTEPAD stick-on, 50mm x 76mm		15	pad	
37	NOTEPAD stick-on, 76mm x 100mm		29	pad	
38	NOTEPAD, stick-on, 76mm x 76mm stick-on, 76mm x 76mm		19	pad	

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

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

REQUEST FOR QUOTATION

Project Name: Supply and Delivery of Alcohol and Other Items; PR No. CONSOL25-001 dated April 15, 2025.
Method of Procurement: SHOPPING (SEC. 52)

Company Name _____

Date : **April 22, 2025**
Quotation No. : **0659-25**

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 April 25, 2025**.

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).**

39	PAPER MULTIPURPOSE A4		69	ream	
40	PAPER MULTIPURPOSE LEGAL		97	ream	
41	PAPER CLIP vinly/plastic coated, 33mm		30	box	
42	PENCIL SHARPENER		2	piece	
43	PUNCHER paper, heavy duty		3	piece	
44	RAGS		2	kilo	
45	RUBBER BAND No. 18		7	box	
46	SCISSORS symmetrical/asymmetrical		31	pair	
47	SIGN PEN Extra Fine Tip, Black		119	piece	
48	SIGN PEN Extra Fine Tip, Blue		65	piece	
49	SIGN PEN Extra Fine Tip, Red		14	piece	
50	SIGN PEN Fine Tip, Black		210	piece	
51	SIGN PEN, Fine Tip, Blue Fine Tip, Blue		15	piece	
52	STAMP PAD felt		11	piece	
53	STAPLE WIRE heavy duty (binder type), 23/13		4	box	
54	STAPLE WIRE standard		54	box	
55	STAPLER heavy duty (binder)		1	unit	
56	STAPLER standard type		66	piece	
57	STENO NOTEBOOK		39	piece	
58	TAPE masking, 24mm		180	roll	
59	TAPE masking, 48 mm		117	roll	

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

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

REQUEST FOR QUOTATION

Project Name: Supply and Delivery of Alcohol and Other Items; PR No. CONSOL25-001 dated April 15, 2025.
Method of Procurement: SHOPPING (SEC. 52)

Company Name

Date : **April 22, 2025**
Quotation No. : **0659-25**

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 April 25, 2025**.

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).**

60	TAPE transparent, 24mm		36	roll	
61	TAPE transparent, 48 mm		50	roll	
62	TAPE, packaging, 48 mm packaging, 48 mm		25	roll	
63	TISSUE INTERFOLDED PAPER TOWEL		1	pack	
64	TRASHBAG Large size		88	roll/pack	
65	TRASHBAG XL size		91	roll/pack	
66	TRASHBAG XXL size		251	roll/pack	
67	TWINE, plastic plastic		2	roll	
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