

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

**REQUEST FOR QUOTATION**

**Project Name: Supply and Delivery of Printer Ink and Other Items; PR No. 25-0350 dated February 12, 2025.**  
**Method of Procurement: Sec. 52 Shopping**

Date : **April 22, 2025**  
Quotation No. : **0655-25**

\_\_\_\_\_  
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 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	Printer Ink - for Epson L5290, 003 Cyan 70ml		35	bottle	
2	Printer Ink - for Epson L5290, 003 Cyan 70ml		20	bottle	
3	Printer Ink - for Epson L5290, 003 Yellow 70ml		15	bottle	
4	Printer Ink - for Epson L5290, 003 Magenta 70ml		15	bottle	
5	Printer Ink - for Epson L15150, 008 Cyan 70ml		25	bottle	
6	Printer Ink - for Epson L15150, 008 Yellow 70ml		25	bottle	
7	Printer Ink - for Epson L15150, 008 Magenta 70ml		25	bottle	
8	Printer Ink - for Epson L15150, 008 Black 70ml		35	bottle	
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