

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

REQUEST FOR QUOTATION

Project Name: Supply and Delivery of L3210 Printer Ink Refill (Black) and other Items ; PR No. 25-1462 dated April 21, 2025.

Method of Procurement: Sec. 52 Shopping

Date : **April 24, 2025**
Quotation No. : **0673-25**

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 29, 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	L3210 Printer Ink Refill (Black) - 003; 65ml/bottle		20	pc	
2	L3210 Printer Ink Refill (Cyan) - 003; 65ml/bottle		12	pc	
3	L3210 Printer Ink Refill (Magenta) - 003; 65ml/bottle		12	pc	
4	L3210 Printer Ink Refill (Yellow) - 003; 65ml/bottle		12	pc	
5	Gel Pen Impact RT 1.0mm Retractable (Blue) - Blue, Retractable, Refillable		10	pc	
6	Gel Pen Impact RT 1.0mm Retractable Refill (Blue) - Blue; compatible with 1.0mm Retractable Pen; Rollerball		50	pc	
7	Brother BT D60 Black - Printer Ink Refill		6	bottle	
8	Brother BT5000 Cyan - Printer Ink Refill		6	bottle	
9	Brother BT5000 Magenta - Printer Ink Refill		6	bottle	
10	Brother BT5000 Yellow - Printer Ink Refill		6	bottle	
11	Dishwashing Liquid - Approximately 1.8 liters/gallon		5	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

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Item No.	ITEM & DESCRIPTION	BRAND & MODEL	QTY	UNIT	UNIT PRICE
12	Liquid Sosa - 500ml/bottle		10	bottle	
13	Retractable Pen, Black - 0.7mm		200	pc	
14	Retractable Pen, Blue - 0.7mm		200	pc	
Total Amount in Words and Figures					

PhilGeps Registration Number : _____

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Printed Name / Signature

Tel. No. / Cellphone No. / E-mail Address

Date