

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

**REQUEST FOR QUOTATION**

**Project Name: Supply and Delivery of Teleprompter; PR No. 25-1623 dated April 10, 2025.**  
**Method of Procurement: NP - 53.9 Small Value Procurement**

Date : **May 13, 2025**  
Quotation No. : **1006-25**

\_\_\_\_\_  
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 May 16, 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	Teleprompter - "MODEL: T22 SIZE: 21.5" Included Accessories Teleprompter hood prevents light from hitting the monitor and glass for a clearer image Patented PTZ mount has a tilt angle of 60° and can be adjusted up to 1.6" tall to improve the viewing angle Wireless remote control with Bluetooth connection can pause, play, accelerate speed from up to 32.8' away Foot pedal with USB Type-A connection to pause and play script"		2	unit	

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