

Republic of the Philippines
City Government of Cagayan de Oro
BIDS AND AWARDS COMMITTEE (BAC) - GOODS
City Hall, Cagayan de Oro City

REQUEST FOR QUOTATION (SHOPPING 52.1B OF THE 2016 RIRR OF RA 9184)

Supply and Delivery of 45 A3 Paper & others; PR No. 21-2707 dated August 19, 2021


Date : December 7, 2021
Quotation No. : 2531-21

Company Name

Address

Please quote your lowest price on the item/s listed below, subject to the General Conditions on this page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than 2:00PM on December 14, 2021 in the return envelope attached herewith.

By Authority of the BAC:


TEODORO A. SABUGA-A, JR.
BAC Chairperson

- NOTE:**
- 1. DELIVERY PERIOD WITHIN SEVEN (7) CALENDAR DAYS**
 - 2. WARRANTY SHALL BE FOR A PERIOD OF THREE (3) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY;**
 - 3. PRICE VALIDITY SHALL BE FOR A PERIOD OF 90 CALENDAR DAYS;**
 - 4. PhilGEPS REGISTRATION CERTIFICATE/NUMBER SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION;**
 - 5. SUBMIT CURRENT AND VALID MAYOR'S/BUSINESS PERMIT**
 - 6. SUPPLIERS FOR EQUIPMENT SHALL SUBMIT BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED; AND**
 - 7. DULY NOTARIZED OMNIBUS SWORN STATEMENT PRIOR ISSUANCE OF NOTICE OF AWARDS.**

| Item No. | ITEM & DESCRIPTION | BRAND & MODEL | QTY | UNIT PRICE |
|----------|---|---------------|---------|------------|
| 1 | A3 Paper: 70gsm, multicopy | | 45 ream | |
| 2 | Colored bondpapers: green, legal, sub20 | | 40 ream | |
| 3 | Masking tape: 3/4 | | 10 pc | |
| 4 | Ballpen, black | | 250 pc | |
| 5 | Ballpen, Blue | | 250 pc | |
| 6 | Binder Clips: #3 | | 29 box | |
| 7 | Push pin: 50pcs/box | | 17 box | |
| 8 | Rubber Bond: small | | 1 box | |
| 9 | Paper Fastener, plastic: long | | 10 box | |
| 10 | Paper Fastener plastic: short | | 40 box | |
| 11 | Filer, steel, 3 layers: black | | 10 pc | |
| 12 | Bleaching Solution: 6ltrs/gal | | 2 gal | |
| 13 | Fabric Conditioner: 6ltrs/gal | | 2 gal | |
| 14 | Feather Duster | | 2 pc | |
| 15 | Trash Bin: plastic, big | | 2 pc | |
| 16 | Household Gloves Elbow Length | | 4 pair | |
| 17 | Transparent Tape: #4 | | 20 roll | |
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| | | | | |

PhilGEPS Registration Number: _____

After having carefully read and accepted your General Conditions, I/we quoted you on the item at prices noted above.

Printed Name / Signature / Designation

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

Date