Procuring Entiry : City Government of Cagayan de Oro
Requisition Office : CITY HEALTH OFFICE

Purchase Request Number : **25-1682**
Purchase Request Date : **April 14, 2025**
Approved Budget for the Contract : **P285,500.00**
PPMP code : **CHO25-ABTC 009**

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

REQUEST FOR QUOTATION

Project Name: Supply and Delivery of Steel Cabinet and Other Items; PR No. 25-1682 dated April 14, 2025.
Method of Procurement: NP - 53.9 Small Value Procurement

Date : **July 31, 2025**
Quotation No. : **1812-25**

_____
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 August 5, 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 prodcuct 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 (₱50,000.00).**

Item No.	ITEM & DESCRIPTION	BRAND & MODEL	QTY	UNIT	UNIT PRICE
1	Steel Cabinet - Dimensions: 46(W)x62(D)x134(H)cm, Weight: 43kgs, 4 Layer vertical cabinet, 2 tone steel. With steel handle lock, Load Capacity: 25 kgs per drawer		5	pc	
2	Shredder Machine - 17L, A4 automatic paper shredder, heavy duty, 5 sheets capacity		3	pc	
3	MONOBLOC CHAIR - With sturdy back support, can carry up to 200kg, strong solid plastic		20	pc	
4	Monobloc Stool - Lightweight, can carry up to 133kg, strong solid plastic		20	piece	
5	Paper Cutter - Metal base, adjustable guide for cutting different sizes		3	pc	
6	Folding Table - 4ft foldable table, powder-coated steel frame		5	pc	

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

Procuring Entiry : City Government of Cagayan de Oro
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Item No.	ITEM & DESCRIPTION	BRAND & MODEL	QTY	UNIT	UNIT PRICE
7	Exhaust fan - 10inches wall mounted exhaust fan, Anti-vibration mounting, Self-lubricating motor, Light weight, With complete accessories, With free installation		20	unit	
8	Biometric Machine - Face, Fingerprint, & RFID Verification Modes, Access Control Interface, Free Employee Attendance & Database Software, 10,000 User Capacity, 1,500 Face Capacity, 10,000 RFID Capacity, 100,000 Logs Capacity, 2.8-inches TFT Screen Display, USB Host, TCP/IP Communications		2	unit	

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
9	Folding Bed with Foam (Heavy Duty) - Light, durable and easy to carry, No need for installation, Can hold up to 400LBS, Mattress integrated, Easy folding, Main frame: Powder-coated 25mm Dia x 0.7mm steel tube, Frame supports & base: Powder-coated 25mm square steel tube, Bed padding/mattress: Reinforced single layer 300D Oxford Fabric with Mattress on top, Measurements: Unfold size: L170CM x W55CM x H25CM, Folded size: 190CM x 66CM x 35CM		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.

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Printed Name / Signature

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

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Date