Requisitioning Office : CITY ASSESSMENT DEPARTMENT

Procurring Entity : City Government of Cagayan de Oro

Purchase Request Number: 21-4094

Purchase Request Date: December 23, 2021

Approved Budget for the Contract: ₱63,409.50

PPMP Code: ASSES21-043

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 52.1)

Supply and Delivery of 283 ream Bond Paper, Letter size 81/2"x11"; PR No. 21-4094 dated December 23, 2021

Date : February 9, 2022

Quotation No. : 3289-21

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 February 16, 2022 in the return envelope attached herewith.

By Authority of the BAC:

ATTY. PERCY G. SALAZAR
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	Bond Paper, Letter size 81/2"x11"		283 ream	
2	Photo Paper, A4, 20 sheets/pack		14 pack	
3	Expanded Folder: thick, colo Red, legal size		250 pc	
4	Double sided tape 1" bi: 25meters without foam		10 roll	
5	Double sided tape: 1" big with foam (25meters)		10 pc	
6	Bolt: 2 inches bolt with screw		265 pc	
7	Calculator: 2-way power, 16 digits, large digits		4 pc	
8	Bolt: 3 packs 2 1/2" bolt with screw		3 pc	
	x-x-x-x-x-x-x-x-x-x-x-x-x			

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