

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

**REQUEST FOR QUOTATION**

**Project Name: Supply and Delivery of Special Paper and other items; PR No. 25-0527 dated February 20, 2025.**  
**Method of Procurement: NP - 53.9 Small Value Procurement**

Date : **March 20, 2025**  
Quotation No. : **0357-25**

\_\_\_\_\_  
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 March 25, 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	Special Paper - 8.5x13", Folio/Long, Ivory Color		100	pack	
2	Photo Paper - Glossy, Legal Size		100	pack	
3	sticker paper - 8.5x14", Matt White in color		100	pack	
4	Sticker Paper - 8.5x14", Orange in color		100	pack	
5	Soap - Dish Soap		30	pc	
6	Fabric Conditioner - Fresh scent, 1 liter pack		10	pack	
7	Bleaching Solution 1 Gallon (3.58 L) - Color Safe		10	gal	
8	Eco bag - Orange in color, Medium Size, 50pcs/pack		65	pack	
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