

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

REQUEST FOR QUOTATION
Project Name: Supply and Delivery of INK; PR No. 25-0949 dated April 22, 2025.
Method of Procurement: NP - 53.9 Small Value Procurement

Date : **April 24, 2025**
Quotation No. : **0676-25**

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 April 29, 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	INK - CF283A ; Black Compatible Toner Cartridge; With Free Use of Printer (HP LASERJET PRO MFP M225DN)-Optimum 83A		150	cartridge	
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