

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

REQUEST FOR QUOTATION

Project Name: Supply and Delivery of Computer Ribbon Refill and other items; PR No. 25-1210 dated March 22, 2025.
Method of Procurement: Sec. 52 Shopping

Date : **May 8, 2025**
Quotation No. : **0981-25**

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 May 14, 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	COMPUTER RIBBON REFILL - Ribbon refill / LX 310 / LX 300 black, 1/2 x 10 yards (color Blue) printer		50	pc	
2	Staple Heavy Duty (#35) - Stapler Heavy Duty Effortless Plier Stapler		10	pc	
3	Staple Heavy Duty (#35) - Rotary Stapler Portable School Office Supplies 50 Sheets		10	pc	
4	Gloves - Non Slip Rubber (heavy duty) - .		50	pc	
5	gloves-leather - gloves-leather / long, fre size		25	pc	
6	Mop Head with Handle - Mop head with handle / heavy duty		25	set	

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