

Procuring Entity : City Government of Cagayan de Oro  
 For APRs with PPMP Code Nos.: (1) CMO24-03, (2) ADMIN24-023, (3) CSO24-42, (4) CMO24-02, (5) CSO24-44, (6) OCA24-CDC 001, (7) ACTG24-09, (8) OCA24-002, (9) OCA24-TANOD 010, (10) APO24-AD 001, (11) CIVIL24-001, (12) CBO24-004, (13) CGSO24-BAC 001, (14) CIO24-003, (15) CIO24-001, (16) CHUDD24-GAS 055, (17) CMOTFEPB24-01, (18) PLEB24-001, (19) VET24-001, and (20) CMISO24-ICT 001

APR Number : **CONSOL 24-001**  
 Date Consolidated : **March 20, 2024**  
 Total ABC : **₱779,117.58**

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

**REQUEST FOR QUOTATION**

**Project Name: Supply and Delivery of Air Fresheners and other items; APR No. CONSOL24-001 dated March 20, 2024**  
**Method of Procurement: Shopping (Sec. 52.1[b] of the Updated IRR of RA 9184)**

Date : **April 29, 2024**  
 RFQ No. : **CONSOL 01-24**

\_\_\_\_\_  
 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 2, 2024**.

By Authority of the BAC:

  
**ATTY. JOEFFREY B. NAMALATA**  
 City General Services Officer

**Terms and Conditions:**

1. Delivery Period shall be within **Thirty (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 (50,000.00).

Item No.	ITEM & DESCRIPTION	BRAND & MODEL	QTY	UNIT	UNIT PRICE
1	AIR FRESHENER		59	can	
2	ALCOHOL, Ethyl, 1 Gallon		23	gallon	
3	BATTERY, dry cell, size AA		133	pack	
4	BATTERY, dry cell, size AAA		131	pack	
5	BROOM (Walis Tambo)		21	piece	
6	BROOM (Walis Ting-ting)		13	piece	
7	CALCULATOR, Compact		30	unit	
8	CARTOLINA, assorted colors		5	pack	
9	CLEANER, Toilet Bowl and Urinal		84	bottle	
10	CLEANSER, Scouring Powder		10	can	
11	CLEARBOOK, A4 size		10	box	
12	CLEARBOOK, Legal size		35	box	
13	CLIP, backfold, 19mm		100	box	
14	CLIP, backfold, 25mm		180	box	
15	CLIP, backfold, 32mm		82	box	
16	CLIP, backfold, 50mm		84	box	
17	CORRECTION TAPE		779	piece	

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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By Authority of the BAC:

**ATTY. JOEFFREY B. NAMALATA**

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 City General Services Officer

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Item No.	ITEM & DESCRIPTION	BRAND & MODEL	QTY	UNIT	UNIT PRICE
18	CUTTER/UTILITY KNIFE, for general purpose		1	piece	
19	DATA FILE BOX		43	piece	
20	DATA FOLDER		5	piece	
21	DATER STAMP		5	piece	
22	DETERGENT BAR		180	bar	
23	DETERGENT POWDER, all purpose		246	pouch	
24	DISINFECTANT SPRAY		44	can	
25	DUST PAN		14	piece	
26	ELECTRIC FAN, stand type		1	unit	
27	ENVELOPE, Documentary, A4		1	box	
28	ENVELOPE, Documentary, legal,		10	box	
29	ENVELOPE, Expanding, Kraft		3	box	
30	ENVELOPE, Expanding, Plastic		140	box	
31	ENVELOPE, Mailing		11	box	
32	FASTENER		91	box	
33	FILE ORGANIZER, expanding, plastic, legal		27	piece	
34	FILE TAB DIVIDER, Legal		20	pack	

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Item No.	ITEM & DESCRIPTION	BRAND & MODEL	QTY	UNIT	UNIT PRICE
35	FIRE EXTINGUISHER, dry chemical		2	unit	
36	FOLDER with tab, A4		2	pack	
37	FOLDER with tab, Legal		24	pack	
38	FOLDER, Fancy with slide, A4		5	bundle	
39	FOLDER, Fancy with slide, legal		5	bundle	
40	FOLDER, L-type, A4		4	pack	
41	FOLDER, L-type, Legal		17	pack	
42	FOLDER, pressboard		3	box	
43	GLUE, all-purpose		38	jar	
44	HAND SANITIZER		8	bottle	
45	HAND SOAP, liquid		40	bottle	
46	INK, for stamp pad		31	bottle	
47	INSECTICIDE		19	can	
48	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts		10	piece	
49	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts		10	piece	
50	MAGAZINE FILE BOX, Large		10	piece	
51	MARKER, Flourescent		169	set	

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Item No.	ITEM & DESCRIPTION	BRAND & MODEL	QTY	UNIT	UNIT PRICE
52	MARKER, Permanent, Black		243	piece	
53	MARKER, Permanent, Blue		36	piece	
54	MARKER, Permanent, Red		15	piece	
55	MARKER, Whiteboard, Black		131	piece	
56	MARKER, Whiteboard, Blue		20	piece	
57	MARKER, Whiteboard, Red		26	piece	
58	MOP BUCKET		1	unit	
59	MOPHANDLE, heavy duty		2	piece	
60	MOPHEAD, made of rayon		20	piece	
61	NOTEPAD, stick-on, 50mm x 76mm		158	pad	
62	NOTEPAD, stick-on, 76mm x 100mm		182	pad	
63	NOTEPAD, stick-on, 76mm x 76mm		174	pad	
64	PAPER CLIP, vinly/plastic coated, 33mm		143	box	
65	PAPER CLIP, vinly/plastic coated, jumbo, 50mm		90	box	
66	PAPER, MULTICOPY A4		618	ream	
67	PAPER, MULTICOPY LEGAL		423	ream	
68	PAPER, MULTIPURPOSE A4		405	ream	

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Item No.	ITEM & DESCRIPTION	BRAND & MODEL	QTY	UNIT	UNIT PRICE
69	PAPER, MULTIPURPOSE LEGAL		460	ream	
70	PENCIL SHARPENER		10	piece	
71	PENCIL, lead/graphite, with eraser		168	box	
72	PUNCHER, paper, heavy duty		20	piece	
73	RAGS		4	kilo	
74	RECORD BOOK, 300 PAGES		79	book	
75	RECORD BOOK, 500 PAGES		112	book	
76	RUBBER BAND No. 18		11	box	
77	SCISSORS, symmetrical/asymmetrical		89	pair	
78	SCOURING PAD		10	pack	
79	SIGN PEN, Extra Fine Tip, Black		565	piece	
80	SIGN PEN, Extra Fine Tip, Blue		24	piece	
81	SIGN PEN, Extra Fine Tip, Red		50	piece	
82	SIGN PEN, Fine Tip, Black		221	piece	
83	SIGN PEN, Fine Tip, Blue		52	piece	
84	SIGN PEN, Medium Tip, Black		190	piece	
85	SIGN PEN, Medium Tip, Blue		2	piece	

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Item No.	ITEM & DESCRIPTION	BRAND & MODEL	QTY	UNIT	UNIT PRICE
86	STAMP PAD, felt		19	piece	
87	STAPLE REMOVER, plier-type		13	piece	
88	STAPLE WIRE, heavy duty (binder type), 23/13		10	box	
89	STAPLE WIRE, standard		343	box	
90	STAPLER, heavy duty (binder)		1	unit	
91	STAPLER, standard type		95	piece	
92	TAPE DISPENSER, table top		11	piece	
93	TAPE, electrical		10	roll	
94	TAPE, masking, 24mm		77	roll	
95	TAPE, masking, 48 mm		58	roll	
96	TAPE, packaging, 48 mm		73	roll	
97	TAPE, transparent, 24mm		89	roll	
98	TAPE, transparent, 48 mm		105	roll	
99	TISSUE, INTERFOLDED PAPER TOWEL		20	pack	
100	TOILET TISSUE PAPER, 2 ply		139	pack	
101	TRASHBAG, Large size		155	pack/roll	
102	TRASHBAG, XL size		290	pack/roll	

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