

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

REQUEST FOR QUOTATION

Project Name: Supply and Delivery of Air Freshener and Other Items; PR No. CONSOL26-001 dated March 25, 2026.
Method of Procurement: NP – 53.9 Small Value Procurement

Company Name _____

Date : **April 29, 2026**
Quotation No. : **0253-26**

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 5, 2026**.

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	AIR FRESHENER		183	can	
2	ALCOHOL Ethyl, 1 Gallon		55	gallon	
3	BATTERY dry cell, size AA		74	pack	
4	BATTERY dry cell, size AAA		75	pack	
5	BROOM (Walis Tambo)		61	piece	
6	BROOM (Walis Ting-ting)		26	piece	
7	CALCULATOR Compact		4	unit	
8	CARTOLINA assorted colors		6	pack	
9	CLEANER Toilet Bowl and Urinal		18	bottle	
10	CLEARBOOK Legal size		19	piece	
11	CLIP backfold, 19mm		48	box	
12	CLIP backfold, 25mm		48	box	
13	CLIP backfold, 32mm		26	box	
14	CLIP backfold, 50mm		43	box	
15	CORRECTION TAPE		308	piece	
16	CUTTER/UTILITY KNIFE for general purpose		9	piece	
17	DATA FILE BOX		33	piece	
18	DATA FOLDER		80	piece	
19	DATER STAMP		11	piece	
20	DETERGENT BAR		150	piece	

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21	DETERGENT POWDER all purpose		198	pouch	
22	DISINFECTANT SPRAY		41	can	
23	DUST PAN		42	piece	
24	ELECTRIC FAN, ceiling mount, orbit type ceiling mount, orbit type		1	unit	
25	ELECTRIC FAN, stand type stand type		2	unit	
26	ENVELOPE Documentary, A4		6	box	
27	ENVELOPE Documentary, legal,		12	box	
28	ENVELOPE Expanding, Kraft		25	box	
29	ENVELOPE Expanding, Plastic		3	box	
30	ENVELOPE Mailing		6	box	
31	ERASER plastic/rubber		9	piece	
32	FASTENER		84	box	
33	FIRE EXTINGUISHER dry chemical		3	unit	
34	FLASH DRIVE		15	piece	
35	FOLDER Fancy with slide, legal		5	bundle	
36	FOLDER L-type, Legal		9	pack	
37	FOLDER pressboard		2	box	
38	FOLDER with tab A4		7	pack	
39	FOLDER with tab A4		1	pack	
40	FOLDER with tab Legal		13	pack	
41	GLUE all-purpose		19	bottle	

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42	HAND SANITIZER		38	bottle	
43	HAND SOAP liquid, 500mL		19	bottle	
44	INK for stamp pad		33	bottle	
45	INK CARTRIDGE EPSON C13T664100 (T6641), Black		2	cart	
46	INK CARTRIDGE EPSON C13T664200 (T6642), Cyan		2	cart	
47	INK CARTRIDGE EPSON C13T664300 (T6643), Magenta		2	cart	
48	INK CARTRIDGE EPSON C13T664400 (T6644), Yellow		2	cart	
49	MARKER Flourescent		244	set	
50	MARKER Permanent, Black		131	piece	
51	MARKER Permanent, Blue		52	piece	
52	MARKER Whiteboard, Black		85	piece	
53	MARKER Whiteboard, Red		8	piece	
54	MOP BUCKET		12	unit	
55	NOTEPAD stick-on, 50mm x 76mm		147	pad	
56	NOTEPAD stick-on, 76mm x 100mm		45	pad	
57	NOTEPAD stick-on, 76mm x 76mm		104	pad	
58	PAPER MULTICOPY A4		957	ream	
59	PAPER MULTIPURPOSE A4		634	ream	
60	PAPER MULTIPURPOSE LEGAL		768	ream	

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61	PAPER CLIP vinly/plastic coated, 33mm		163	box	
62	PAPER CLIP vinly/plastic coated, jumbo, 50mm		203	box	
63	PENCIL lead/graphite, with eraser		41	box	
64	PENCIL SHARPENER		1	piece	
65	PHILIPPINE NATIONAL FLAG		27	piece	
66	PRINTER Laser, Monochrome		1	unit	
67	PUNCHER paper, heavy duty		30	piece	
68	RAGS		24	kilo	
69	RECORD BOOK 300 PAGES		149	book	
70	RULER plastic, 450mm		17	piece	
71	SCISSORS symmetrical/asymmetrical		110	pair	
72	SIGN PEN Extra Fine Tip, Black		233	piece	
73	SIGN PEN Fine Tip, Black		346	piece	
74	SIGN PEN Medium Tip, Black		247	piece	
75	SIGN PEN Medium Tip, Blue		52	piece	
76	SIGN PEN, Extra Fine Tip, Red Extra Fine Tip, Red		40	piece	
77	SIGN PEN, Fine Tip, Blue Fine Tip, Blue		53	piece	
78	SIGN PEN, Fine Tip, Red Fine Tip, Red		32	piece	
79	STAMP PAD felt		17	piece	
80	STAPLE REMOVER plier-type		32	piece	

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81	STAPLE WIRE heavy duty (binder type), 23/13		15	box	
82	STAPLE WIRE standard		79	box	
83	STAPLER heavy duty (binder)		4	unit	
84	STAPLER standard type		49	piece	
85	STENO NOTEBOOK		12	piece	
86	TAPE masking, 24mm		177	roll	
87	TAPE masking, 48 mm		283	roll	
88	TAPE packaging, 48 mm		39	roll	
89	TAPE transparent, 24mm		95	roll	
90	TAPE transparent, 48 mm		76	roll	
91	TAPE DISPENSER table top		11	piece	
92	TAPE, electrical electrical		366	roll	
93	TISSUE, INTERFOLDED PAPER TOWEL INTERFOLDED PAPER TOWEL		45	pack	
94	TOILET TISSUE PAPER 2 ply		63	pack	
95	TONER CARTRIDGE HP CF283A (HP83A), LaserJet Black		3	cart	
96	TRASHBAG Large size		31	roll/pack	
97	TRASHBAG XL size		111	roll/pack	
98	TRASHBAG XXL size		211	roll/pack	
99	TWINE plastic		107	roll	
100	WASTEBASKET		4	piece	

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Total Amount In Words and Figures

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