

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

**REQUEST FOR QUOTATION**

**Project Name: Supply and Delivery of Colored Printer and other Items ; PR No. 24-2771 dated July 22, 2024.**  
**Method of Procurement: Section 53.9 (Negotiated Procurement[Small Value Procurement] of the Updated 2016 Revised IRR of R.A. 9184)**

Date : **August 19, 2024**  
Quotation No. : **2055-24**

\_\_\_\_\_  
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 August 22, 2024** .

By Authority of the BAC:

  
**ATTY. JOEFFREY D. NAMALATA**

\_\_\_\_\_  
City General Services Officer

**Terms and Conditions:**

- Delivery Period shall be within 30 calendar days.**
- 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.**
- Price Validity shall be for a period of Ninety (90) calendar days.**
- The following shall be attached upon submission of the quotation:**
  - PhilGEPS Registration Number**
  - Current and valid Mayor's/Business Permit**
  - Brochures of the product being offered for equipment/ vehicles/electronic devices/ appliances**
  - 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	Colored Printer - T720DW Ink Tank		2	unit	
2	Siamese Coaxial cable - RG6 300m/roll		1	roll	
3	512 GB Solid State Drive (SSD) - .		5	pc	
4	1TB External Hard Drive - .		3	unit	
5	DDR3 RAM - 8GB		5	pc	
6	DDR4 RAM - 8GB		3	pc	
7	Automatic Voltage Regulator (AVR) - .		5	unit	
8	Magfile - Horizontal		10	pc	
9	Archfile/Ringfile - 3" legal		5	pc	
10	Laminating Machine - heavy duty		1	unit	
11	Laminating Film - legal		3	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