

Republic of the Philippines  
BIDS AND AWARDS COMMITTEE  
(Goods and Services)  
City Government of Baguio  
Baguio City

Standard Form No.: SF - GOODS-60  
Revised on: September 5, 2016  
Standard Form Title: Request For Quotation

Reference No: 18575  
Solicitation No: 536  
Negotiated Procurement  
Date: July 22, 2020  
OBR #

Sir/Madam:

Please quote your price of items listed below as per specifications, stating the shortest time of delivery. Please submit your quotation duly signed by you or your representative to the Bids and Awards Committee not later than 2:00 PM \_\_\_\_\_ c/o the BAC Secretariat, City General Services Office, City Hall, Baguio City. you may fax your quotations through Telefax No. (074)424-5148.

We may purchase the item/s from your company if the offer is found to be reasonable and advantageous to the City Government of Baguio. But we reserve the right to accept or reject the offer or all quotation found not in order.

Thank you very much.

**NOTE:**

**"PLEASE SEAL YOUR BIDS"**

  
**ATTY. LETICIA O. CLEMENTE**  
BAC Chairperson and City Budget Officer

ITEM NO.	QTY	UNIT	DESCRIPTIONS	TOTAL ABC	BID PRICE /UNIT	TOTAL BID PRICE
1	1	LOT	OS c/o BGCM	203,825.00		
	1000	piece	-- Ballpen, Black	15.00		
	40	roll	-- Double-sided tape, 1 inch	35.00		
	10	cartridge	-- Ink Cartridge, Epson 003, Black	330.00		
	5	cartridge	-- Ink Cartridge, Epson 003, Cyan	365.00		
	5	cartridge	-- Ink Cartridge, Epson 003, Magenta	365.00		
	5	cartridge	-- Ink Cartridge, Epson 003, Yellow	365.00		
	30	cartridge	-- Ink Cartridge, Epson 664, Black	345.00		
	15	cartridge	-- Ink Cartridge, Epson 664, Cyan	380.00		
	15	cartridge	-- Ink Cartridge, Epson 664, Magenta	380.00		
	15	cartridge	-- Ink Cartridge, Epson 664, Yellow	380.00		
	30	cartridge	-- Ink Cartridge, HP 680, Black	450.00		
	15	cartridge	-- Ink Cartridge, HP 680, Tricolor	490.00		
	250	ream	-- Multicopy paper, 80 gsm, A4	180.00		
	350	ream	-- Multicopy paper, 80 gsm, Long	220.00		
	80	box	-- Staple Wire, No. 35, Standard, 5000 pcs	35.00		

ITEM NO.	QTY	UNIT	DESCRIPTIONS	TOTAL ABC	BID PRICE /UNIT	TOTAL BID PRICE
	30	piece	-- Stapler, standard Type, Load cap:200 staples min.	185.00		

PURPOSE: Emergency Purchase of office supplies for triage facilities operation

NOTED:

- 1) Delivery Period within calendar days
- 2) price Validity shall be for a period of \_\_\_\_\_ calendar days
- 3) Warranty (for equipments) \_\_\_\_\_ Minimum of 1 year
- 4) Bid Price should be inclusive of VAT and delivery charges
- 5) Please indicate the brand of your offer. For machines/equipment, please attach brochure.
- 6) Unit prices must not exceed indicated line item price.

\_\_\_\_\_  
Name of Establishment

\_\_\_\_\_  
Philgeps Registry No.

\_\_\_\_\_  
Printed Name and Signature of Bidder

\_\_\_\_\_  
Address and Contact Number

\_\_\_\_\_  
TIN