

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, 2008  
 Standard Form Title: **Request for Quotation**

Reference No : PR # 2019-036 UNION  
 Shopping Solicitation No : NP 64  
 Date : August 5, 2019  
 Obr # : \_\_\_\_\_

Sir/Madam:  
 Please quote your price of item/s 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 quotations found not in order.

Thank you very much.

**NOTE:**  
**"PLEASE SEAL YOUR BIDS"**

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

ITEM NO.	QTY	UNIT	DESCRIPTION	TOTAL ABC	BID PRICE PER UNIT	TOTAL BID PRICE
1		lot	SMOKE FREE CONVENTION WITH AWARDING NIGHT Activity 1.2.2	257,400.00		
	225	pax	August 28, 2019 Meals and Snacks - CONVENTION PROPER AM Snacks: Clubhouse Sandwich, Chips, Bottled Iced Tea 500 ml Lunch: Rice, Fried chicken, Mixed Vegetables Sweet and Sour Fish fillet, Igado, Buko Pandan, Fresh banana, Bottled water PM Snacks: Spaghetti, Garlic Bread, Prawn crackers, Orange Juice			
	225	pax	DINNER: Asparagus soup, Pata tim, Breaded Fish with tartar sauce, sauteed Baguio vegetables Shanghai Lumpia, Grilled Herb Chicken, Macaroni Salad, Pineapple juice in glass  With conference hall good for 225 pax, sound system, Wi-Fi, LCD projector, Screen (2 screens, 2 LCD)  With overflowing coffee and tea, with panel boards for photo exhibit  Charge to Trust Fund: 439-101 UNION			

**PURPOSE:** For use at Smoke Free Convention and Awards Night - August 28, 2019 c/o HSO

- NOTE:**
- 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  
 Warranty (for repairs) \_\_\_\_\_ Minimum of three (3) months
  - 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.

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

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

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

\_\_\_\_\_  
 Address & Contact Number

\_\_\_\_\_  
 TIN