

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 :
 Shopping Solicitation No :
 Date :
 Obr # :

PR # 2017-01
RS (2) 19
February 9, 2018
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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"

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	1	lot	Office Supplies	18,635.45		
	50	pc	Ballpen, black, 0.5, good quality			
	2	pack	Battery, AA, 2pcs/pack			
	10	box	Clip, Backfold, 3", 10pcs/pack			
	4	pc	Cutter, L500 heavy duty			
	15	roll	double sided tape, 1/2"			
	2	pc	Calculator, 12 digits, desktop			
	1	pc	Computer Ink, Epson, T6642			
	1	pc	Computer Ink, Epson, T6641			
	30	pc	Envelope, expanding, legal			
	2	pc	Keyboard (USB)			
	4	pk	Lead, refill for mech'l pen			
	1	bx	Mailing Envelope, white, 500/box			
	25	pc	Marker, permanent, BROAD , black			
	15	reams	Paper Copier, A3			
	50	pcs	Paper, Manila			
	2	pack	Push pin			
	10	reams	Paper Copier, short 8.5 x 11"			
	5	pc	Puncher, 2 hole			
	6	pc	Ruler, 12"			
	5	pc	Scissor, 7"			
	5	pc	Stapler remover			
	5	pc	Stapler heavy duty			
	15	roll	Tape, transparent, 1"			
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PURPOSE: Office Supplies for OCPDO 1st quarter 2017 (755) c/o OCPDO

- 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 _____ page 1 of 1 _____ TIN _____

RECEIVED AT THE
 BAGUIO CITY GOVERNMENT OFFICE
 THREE (3) DAYS BEFORE THE CLOSURE OF BIDDING
 2/14/18
 2/14 - 2/17/18
 2/17/18
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