

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 # 9
RS 18
February 9, 2018
1122-2017-11-184

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	8,965.00		
	3	roll	Brown Masking/Crepe tape, Crepe tape "24mm/50m"			
	5	roll	Double Sided, 24mm x 5m roll (2.5cm holds 120gr), padded type			
	3	pcs	Glue, 7.625 fl oz (225mL)			
	132	pcs	Pen, ballpoint, black, BS-P Fine			
	5	pcs	Pen, ballpoint, red, BS-P Fine			
	3	roll	PLAstic Cover- Gauge 4			

THIS IS TO CERTIFY THAT THIS RFB WAS
 POSTED AT THE _____ P. IN REPS WEBSITE
 BAGUIO CITY GOVERNMENT WEBSITE
 THREE (3) CONSECUTIVE DATES

REFERENCE _____
 DATE / ON _____
 POSTED BY _____ PERIOD: 2/14-2/17/18
 OPENING OF RFB/BIDS: 2/17/18
 POSTED BY: _____

PURPOSE: For use in the performance of functions by the Baguio City Library for the 4th Quarter of 2017 c/o Library

- 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