

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: 11928
Solicitation No: 23 Shopping (14)
Date: February 24, 2020
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 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	Office Supplies (4th Quarter) c/o VARIOUS	136,571.63		
	10	box	Fastener, plastics	30.00		
	4	box	Mailing envelope, white, long 500 pcs. per box	420.00		
	30	box	Staple wire no. 35 26/6	35.00		
	100	piece	Tape, correction	20.00		
	64	pack	Adding Machine tape - for adding machine, 57mm, 4rolls per pack -	55.00		
	10	pack	Battery - size AA, alkaline, 2pcs/packet -	28.00		
	5	piece	Calculator - Scientific, 1 unit in individual box -	798.00		
	5	box	Carbon Film - PE, black, size 216mm x 330mm, 100 sheets per box -	122.41		
	7	box	Clip - Backfold, 25mm, 12 pieces per box -	15.27		
	4	box	Clip - Backfold, 50mm, 12 pieces per box -	48.00		
	10	piece	Clip Board - Hard Plastic, Thin, Transparent, Legal (8.5 x 13) -	77.00		
	3	piece	Data File Box - made of chipboard, with closed ends -	77.20		
	8	roll	Double Sided Tape - Padded type, 24mm x 5m roll (2.5cm holds 120gr) -	133.65		

ITEM NO.	QTY	UNIT	DESCRIPTIONS	TOTAL ABC	BID PRICE /UNIT	TOTAL BID PRICE
	21	roll	Double Sided Tape - tissue type, clear color, 25mm, thickness: 120mic -	33.00		
	3	roll	Duct Tape - Multi-purpose, silver, 48mm x 50m -	184.00		
	20	piece	DVD-compact disc - Recordable, 16x speed, 4.7GB capacity -	17.73		
	30	piece	DVD-compact disc - Rewritable, 4x speed, 4.7GB, 120 mins -	43.33		
	1	piece	Eraser - Felt, for Blackboard or Whiteboard -	10.40		
	17	piece	Eraser - plastic or rubber, rectangular, for pencil -	4.42		
	63	box	Fastener - metal, for paper, metal, non sharp edges, 50 sets/box -	83.67		
	5	box	Fastener - vinyl plastic coated, 50sets/box (for cbao) -	38.39		
	4	piece	Fingertip Moistener - Non-Toxic, Hygienic, Long Lasting, 1 3/4oz (FOR CTO, HSO, LCR, CEO, CBAO, CVO) -	36.00		
	1	bundle	Folder - Tagboard, for legal size documents ,100 pieces per pack -	317.23		
	36	jar	Glue - all purpose, gross weight: 200 grams min -	62.10		
	5	jar	Glue - all purpose, gross weight: 200 grams min -	63.00		
	3	piece	Glue Stick - frosty clear, 5/8 diameter, 10 length, 53 PK -	11.83		
	3	box	Folder, expanding, brown, long	1600.00		
	100	roll	Tape, transparent, 1 inch	20.00		
	5	piece	Magazine Box - chipboard: 3mm thick; leatherette paper for outside cover; size: 110mm x 220mm x 265mm; type: with open end; assorted colors (red, green and maroon) one shade only -	42.00		
	23	set	Marker - Fluorescent, 3 colors per set -	44.41		
	75	piece	Marker - Permanent, chisel type, black -	44.00		
	25	piece	Notebook - Stenographer, spiral, 40 leaves -	12.73		
	37	pad	Notepad - 3x3, stick on, 75x100mm, 100sheets/cube -	41.50		
	10	pack	Paper Board - special board for calling cards, A4, 200gsm, pack of 10 -	33.73		
	10	ream	Paper Bond - premium grade, A4, 500sheets/ream -	190.00		
	21	ream	Paper Bond - premium grade, legal, 500sheets/ream -	208.00		
	57	ream	Paper Copy - A3, 80 gsm -	472.03		
	8	box	Paper Parchment - size: legal, 80 gsm, 100 sheets per box -	292.00		
	914	piece	Pen - Ballpoint, black -	15.00		
	309	piece	Pen - Ballpoint. blue -	15.00		

ITEM NO.	QTY	UNIT	DESCRIPTIONS	TOTAL ABC	BID PRICE /UNIT	TOTAL BID PRICE
	142	piece	Pen - Ballpoint, red -	15.00		
	1	box	Pencil - Lead, 1 dozen per box, w/eraser -	20.79		
	5	pack	Photo paper - Single-sided white, matte finish, A4, 146 gsm -	75.00		
	10	book	Record Book - 300 pages, size: 214mm x 278mm min -	70.72		
	2	piece	Ribbon - for manual typewriter, nylon, black, universal spool, 8m -	33.00		
	3	box	Rubber band - thickness (#16), min. 350grams/box or approximately 220pcs -	600.00		
	58	piece	Sign Pen - 0.3 mm, fine line pen, black -	63.00		
	93	piece	Sign Pen - 0.5mm, V5 Hi-Tecpoint, black -	61.91		
	81	piece	Sign Pen - 0.5mm, V5 Hi-Tecpoint, blue -	61.91		
	9	piece	Sign Pen - 0.5mm, V5 Hi-Tecpoint, red -	61.91		
	5	piece	Sign Pen - 0.5mm, V5 Hi-Tecpoint, violet -	61.91		
	90	piece	Sign Pen - Black, liquid/gel ink, 0.5mm needle tip -	34.61		
	198	piece	Sign Pen - Blue, liquid/gel ink, 0.5mm needle tip -	44.01		
	3	piece	Sign Pen - Red, liquid/gel ink, 0.5mm needle tip -	44.01		
	5	pack	Special Paper - 8.5x11inch, 120gsm, for certificates, cream, pack of 10 -	37.00		
	37	pack	Special Paper - A4, 120gsm, for certificates, cream, pack of 10 -	30.00		
	3	box	Staple Wire - 1/2, for guntucker, 11mm -	57.00		
	19	box	Staple Wire - 23/13, Heavy Duty -	19.76		
	12	ream	Stationery, Office - specialty paper, yellow, short (8.5 x 11 inches) -	293.00		
	338	piece	Tape - Correction, 1 piece in individual plastic, Disposable, Dispensing mechanism: Gear type, Dispensing System: Single line tape, With mechanism for adjustment/rewinding, Tape: Type: Film based, Usable length: 8 meters (min), Width: 5mm, Color: White opaque, Case: Size: Manufacturer's standard, Design: Manufacturer's standard, With protective cap, Brand shall be engraved/embossed/printed on the item. -	14.02		

PURPOSE: Purchase of Office Supplies including Other Supplies and Materials for use in the performance of functions of City Library for the 4th Quarter of 2019.

NOTED:

- 1) Delivery Period within 15 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