

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 # 5
RS 232
November 20, 2018

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	3,632.53		
	3	unit	Stapler- Binder type	2,900.04		
	2	pcs	Sharpener- Pencil, 1 piece in individual plastic case	353.60		
	3	pcs	Stam pad- Felt, bed dimension: 60mm x 100mm	91.29		
	4	box	Staple Wire- 23/13, Heavy Duty	121.68		
	4	box	Staple Wire- 23/17, Heavy Duty	165.92		
2	6	cart	Ink- 56145A, black, HP45	7,862.40		
3	20	cart	Ink- Epson C13T664100 (T6641), black	5,605.60		

THIS IS TO CERTIFY THAT THIS RFG WAS
 POSTED AT THE: PHILGEPS WERHO
BAGUIO CITY GOVERNMENT WEBB.
THREE (3) CONSPICUOUS SPACES

REFERENCE
 POSTED ON: 11/23/2018
 POSTING PERIOD: 11/23 - 11/26/2018
 OPENING OF RFG/BIDS: 11/29/2018
 POSTED BY: [Signature]

PURPOSE: For 1st quarter 2018 office use c/o CAO

- 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