

Republic of the Philippines  
**BIDS AND AWARDS COMMITTEE**  
 (Goods and Services)  
 City Government of Baguio  
 Baguio City

<b>PR # 6</b>
<b>Reshop 79</b>
<b>March 28, 2017</b>
<b>11</b>

Standard Form No.: SF -GOODS-60  
 Revised on: September 5, 2008  
 Standard Form Title: Request for Quotation

Reference No:  
 Shopping Solicitation No:  
 Date:  
 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 \_\_\_\_\_, 2010 \_\_\_\_\_ 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
3	3	box	Envelope, mailing, white, 500 pcs/box (long)	648.00		
<p>THIS IS TO CERTIFY THAT THIS RFQ WAS POSTED AT THE _____ PHILGEPS WEBSITE BAGUIO CITY GOVERNMENT WEBSITE THREE (3) CONSPICUOUS SPACES</p> <p>REFERENCE PERIOD: 03-29-17            POSTING PERIOD: 03-29-17 to 04-03-17            OPENING OF BIDS: 04-03-17            POSTED BY: <i>[Signature]</i></p>						

**PURPOSE:** 1st Quarter Supplies for CY 2017  
 C/O SP

- NOTE:**
- 1) Delivery Period within \_\_\_\_\_ calendar days
  - 2) Price Validity shall be for a period of \_\_\_\_\_ calendar days
  - 3) Warranty a.) For equipment \_\_\_\_\_ ( Minimum of 1 year )  
 b.) For Repairs - \_\_\_\_\_ ( Minimum of 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	Printed Name and Signature of Bidder
Address & Contact Number	Philgeps Registration No.
	TIN