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**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 # 09/11**  
**S104**  
**May 11, 2017**  
**40/32**


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
<b>1</b>	<b>1</b>	<b>LOT</b>	<b>OFFICE SUPPLIES</b>	<b>50,345.71</b>		
	30	roll	Double Sided Tape-25mm, clear color, thickness 120mm			
	22	box	clip- 32mm			
	22	box	clip -25mm			
	1	pc	cutter, heavy duty, paper trimmer, big			
	20	box	File box,-5" x 9" x 15.75"			
	1000	piece	Folder-green, legal (8.5x 13, thick)			
	30	piece	Data storage-recordable, 700MB minimum capacity, 1x-52x			
	11	piece	Data Storage-32GB, USB 2.0m, plug and play			
	3	pack	Cartolina-white, 572mm x 724mm, 120gsm, 20 sheets/pack			
	2	piece	Calculator-12 digit display, dual powered, desktop			
	1	roll	Duck-tape- 48mm x 50m, silver			
	20	jar	Glue-200g minimum			
	15	piece	Marker-permanent, bullet type, black			
	5	piece	Marker-permanent, chisel type, blue			
	5	piece	Marker-permanent, chisel type, red			
	1	ream	copy paper-A3, 80gsm			
	1	ream	Specialty paper, short color, cream specs with office			
	1	ream	Sticker paper-legal (8.5 x 13"), 80gsm			

**PURPOSE:** \_\_\_\_\_

- 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

\_\_\_\_\_  
 TIN

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ITEM NO.	QTY	UNIT	DESCRIPTION	TOTAL ABC	BID PRICE PER UNIT	TOTAL BID PRICE
	4	pack	Sticker paper- A4 specs for name tags			
	10	piece	Eraser-felt, for blackboard/whiteboard			
	1	ream	Stationery Paper Long, cream specs with			
	52	piece	Sign pen-0.5 mm V5 hi-tech point, black			
	60	piece	Pen-ballpoint, blue, BS-P fine			
	60	piece	Pen-ballpoint, black, BS-P fine			
	10	piece	Pen-ballpoint, re, BS-P fine			
	1	roll	Twine-1 kilogram			
	2	piece	Fingertip Moistener-Non toxic, Hygienic, long lasting, 80x			
	4	box	pencil-lead, 1 dozen per box with eraser			
	1	container	wax-emulsion			
			PR# 09/ OBR# 101-1131-7-03-32 c/o Legal Office Purpose: For use in LEGAL OFFICE (2nd Quarter).			
	20	packet	BATTERY-Size D, 2 pc/pack			
	10	packet	Battery- Type: Alkaline, 2pcs/Packet Size: AAA			
			PR # 11/ OBR #101-1191-17-03-40 c/o BFS Purpose: for use of BFS (1st Semester CY 2017)			
<i>cherie</i>						

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 Printed Name and Signature of Bidder

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 Address & Contact Number

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