

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 # 27/29**  
**S 105**  
**May 15, 2017**  
**75/78**

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"**

*[Signature]*  
**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>52,208.22</b>		
	3	box	Backfold Clip, 19mm			
	6	box	Backfold Clip, 25mm			
	6	box	Backfold, Clip, 32mm			
	50	piece	Bulldog Clip, 73 mm (3")			
	5	piece	Clip BoaRd , A4, thin Transparent Hard Plastic			
	20	piece	Compact Disc Data Storage, Recordable, 700MB Minimum Capacity, 1x-52x minimum speed,			
	6	ream	Copy Paper, A3 80gsm			
	27	piece	Correction Tape, 5mm x 6m (min.), disposable			
	35	piece	Expanding Envelope, legal (8.5 x 13), plastic			
	300	piece	Expanding Folder, green, legal (8.5x 13), thick			
	9	piece	Flash Drive Data Storage, 16GB, USB 2.0, plug and play			
	2	piece	Measuring Tools, Ruler, plastic 300mm			
	2	piece	Measuring Tools, Ruler, stainless steel ruler (hardened) 12 inches			
	12	box	Paper Fastener, metal, 50sets/box			
	15	pad	Paper Notepad, 3" x 3", 100sheets			
	2	pack	Photopaper, A4 120 gsm			
	1	cartridge	Printer Ink, Canon PG-40, black, 16ml			
	10	piece	Ring Binder, 12.7 mm x 1.12m (1/2"x44"), plastic			
	10	piece	Ring Binder, 19mm x 1.12m (3/4"x44), plastic			
	10	piece	Ring Binder, 25mm x 1.12m (1"x44), plastic			
<i>cherie</i>	10	piece	Ring Binder, 50mm x 1.12m (2"x44), plastic			

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	page 1 of 2	TIN

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ITEM NO.	QTY	UNIT	DESCRIPTION	TOTAL ABC	BID PRICE PER UNIT	TOTAL BID PRICE
	10	piece	Ruled Pad Paper, 216mm x 330mm, 80 sheets			
	8	bottle	Stamp Pad Ink, 50ml with Applicator, black			
	1	box	Staple Wire #10			
	8	box	Staple Wire, 26/6 standard, 5000pcs			
	3	box	Staple Wire, 23/13, Heavy Duty			
	7	pack	Sticker Paper, A4, for Name Tags			
	10	roll	Tapes and Adhesive Double Sided, 25mm, clear color, thickness 120mic, tissue type			
	17	roll	Tapes and Adhesive Transparent, 24mm x 50 m			
	76	piece	Writing Instrument Ballpen, ballpoint, black, BS-P Fine			
	76	piece	Writing Instrument Ballpen, ballpoint, blue, BS-P Fine			
	11	piece	Writing Instrument Marker, Permanent, chisel type, black			
	76	piece	Writing Instrument Sign Pen, 0.5 mm, V5-Hi-Techpoint, Blue			
	2	box	Wire-1/2" for gun tucker			
	5	box	Index Tab, Self-adhesive, 5 set/box, assorted colors			
			PR#27, OBR#101-1011-17-04-75 c/o City Budget Office Purpose: Office Supplies for the 1st and 2nd Quarter of 2017			
	1	cartridge	Printer Toner, HP, 250A, black			
	1	cartridge	Printer Toner, HP, 252A, yellow			
	1	cartridge	Printer Toner, HP, 251A, cyan			
	1	cartridge	Printer Toner, HP, 253A, magenta			
	2	cartridge	Printer Ink for Epson, M664-Magenta			
	2	cartridge	Printer Ink for Epson, Y664-Yellow			
			PR # 29, OBR #101-1011-17-04-78 c/o CBO Purpose: Supplies for 1st and 2nd Quarter			

cherie

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