

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 # 025/38/44/79/140
S 109
May 22, 2017
65/62/115/121/240

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
1	1	LOT	OFFICE SUPPLIES	114,321.24		
	10	box	Clip, backfold, 25 mm, 12s /box PR#044//OBR#15 c/o CEO (10)			
	10	box	Clip, backfold, 50 mm, 12s /box PR#044//OBR#15 c/o CEO (10)			
	10	box	Clip, backfold, 19 mm, 12s /box PR#044//OBR#15 c/o CEO (10)			
	10	box	Clip, backfold, 32 mm, 12s /box PR#044//OBR#15 c/o CEO (10)			
	74	pc	Correction tape, disposable, usable length length of 6 meters(min), 5mm width PR#025//OBR#65 c/o CEPMO (24) PR#044//OBR#15 c/o CEO (50)			
	402	pcs	Correction Tape-5 mm x 6 m 9 min) , disposable PR#038//OBR#62 c/o CVO (30) PR#140//OBR#240 c/o GSO (372)			
	25	pcs	Correction Tape, disposable , usable length, Length of 6 meters (min.), 5 mm width PR# 79 // OBR 121 c/o CHRMO (25)			
	10	rolls	Double sided tape 1/2 inches PR# 79 // OBR 121 c/o CHRMO (10)			
<i>cherie</i>						

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

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	20	pcs	DVD data Storage-Rewritable, 4 x speed, 4.7 GB capacity PR#038//OBR#62 c/o CVO (20)			
	40	pcs	Eraser (Rubber eraser)(white) PR#140//OBR#240 c/o GSO (40)			
	100	pcs	Expanding Envelop, plastic, legal size PR#025//OBR#65 c/o CEPMO (100)			
	279	box	Fastener (70 cm hole to hole, 2" metal) PR#038//OBR#62 c/o CVO (15) PR#140//OBR#240 c/o GSO (224) PR#025//OBR#65 c/o CEPMO (40)			
	44	pcs	Fingertip Moistener-Non Toxic, hygienic, long lasting, 8 oz PR#038//OBR#62 c/o CVO (8) PR#025//OBR#65 c/o CEPMO (6) PR#140//OBR#240 c/o GSO (30)			
	1	pack	Folder, legal (8.5 x 13) , thick , 100 pcs/pack PR#038//OBR#62 c/o CVO (1)			
	15	tube	Glue-all purpose glue, 40 gms PR#038//OBR#62 c/o CVO (15)			
	12	rolls	Masking Tape, 48 mm, 50 m length PR#025//OBR#65 c/o CEPMO (12)			
	6	pcs	mouse-optical, USB connection type PR#038//OBR#62 c/o CVO (6)			
	40	reams	Paper, bond, premium grade, 80 gsm, A3 PR#025//OBR#65 c/o CEPMO (40)			
	40	reams	Paper, bond, premium grade, 80 gsm, A4 PR#025//OBR#65 c/o CEPMO (40)			
	30	pads	Paper, pad , white or yellow ruled PR#140//OBR#240 c/o GSO (15) PR# 79 // OBR 121 c/o CHRMO (15)			
	12	boxes	Paper, carbon, legal size, black PR#025//OBR#65 c/o CEPMO (12)			
	50	reams	Paper (Mimeographing Paper), whitewove, 80 gsm., A4 PR#025//OBR#65 c/o CEPMO (40) PR#038//OBR#62 c/o CVO (10)			
	40	reams	Paper (Mimeographing Paper), whitewove, 80 gsm., A3 PR#025//OBR#65 c/o CEPMO (40)			

cherie

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	160	pcs	Pen (Ballpen), ballpoint, black PR#025//OBR#65 c/o CEPMO (160)			
	20	pcs	Pen (Ballpen), ballpoint, blue PR#025//OBR#65 c/o CEPMO (20)			
	20	pcs	Pen (Ballpen), ballpoint, red PR#025//OBR#65 c/o CEPMO (20)			
	760	pcs	pen-ballpoint, black, BS-P Fine PR#038//OBR#62 c/o CVO (760)			
	60	pcs	Pen (sign-pen)-0.5 mm, V5 Hi-Techpoint, black PR#038//OBR#62 c/o CVO (60)			
	12	pcs	Pen (Sign Pen), black PR#025//OBR#65 c/o CEPMO (12)			
	12	pcs	Pen (Sign Pen), Blue PR#025//OBR#65 c/o CEPMO (12)			
	8	pcs	Pen (Sign Pen), Red PR#025//OBR#65 c/o CEPMO (8)			
	25	case	Record book-200 pages, white bond prenumbered PR#038//OBR#62 c/o CVO (25)			
	3	spool	Ribbon-type:typewriter ribbon (manual) PR#038//OBR#62 c/o CVO (3)			
	75	pcs	Ruler (plastic, 300 mm) PR#140//OBR#240 c/o GSO (60) PR#038//OBR#62 c/o CVO (15)			
	2	pcs	Stamping Dater, Self-inking stamp			
	58	pcs	PR# 79 // OBR 121 c/o CHRMO (2) Stapler(big, heavy duty) PR#140//OBR#240 c/o GSO (38)			
	30	pcs	PR#038//OBR#62 c/o CVO (15) PR# 79 // OBR 121 c/o CHRMO (5) Staple Remover (plier type) PR#140//OBR#240 c/o GSO (30)			

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ITEM NO.	QTY	UNIT	DESCRIPTION	TOTAL ABC	BID PRICE PER UNIT	TOTAL BID PRICE
	122	boxes	Staple Wire (26/6)standard, 5000 pcs PR#038//OBR#62 c/o CVO (14) PR#140//OBR#240 c/o GSO (108)			
	40	pack	Toilet Tissue, 12 rolls/pack PR#025//OBR#65 c/o CEPMO (40)			
Purpose : Office Supplies for Burnham Park Office for the 1st Quarter CY 2017 Purpose: Use of CVO Purpose: for 2017 CEO use //Second Quarter Purpose: supply for the 2nd quarter 2017 c/o CHRMO Purpose: Office Supply c/o GSO						
<i>cherie</i>						

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