

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 # 11/10/13  
S 118  
6/13/2017  
41/40/11

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    | COMPUTER AND OFFICE SUPPLIES   | 24,972.57 |                    |                 |
|          | 4   | pcs    | Columnar book (18 Columns , hard bound)<br>PR#10//OBR#40 c/o CPO (4)                                     |           |                    |                 |
|          | 30  | pcs    | Correction Tape, disposable, usable length of 6 meters (min.) , 5mm width<br>PR#013//OBR#11 c/o CRO (30) |           |                    |                 |
|          |     | pcs    | DVD RE-Writable , 4 x speed, 4.7 GB Capacity<br>PR#013//OBR#11 c/o CRO (5)                               |           |                    |                 |
|          |     | jar    | Glue, all purpose, 300 grams<br>PR#013//OBR#11 c/o CRO (3)   |           |                    |                 |
|          | 20  | bottle | Ink, compatible for EPSON L220, 70 ml, black<br>PR#10//OBR#40 c/o CPO (20)                               |           |                    |                 |
|          | 80  | pads   | Paper Ruled<br>PR#10//OBR#40 c/o CPO (80)  |           |                    |                 |
|          |     | box    | Push Pin, flat head type, assorted colors, 100s/case<br>PR#013//OBR#11 c/o CRO (1)                       |           |                    |                 |
|          | 20  | pcs    | Ruler 12"<br>PR#10//OBR#40 c/o CPO (20)  |           |                    |                 |
|          | 50  | pcs    | Sign Pen (Black)<br>PR#10//OBR#40 c/o CPO (50)   |           |                    |                 |
|          |     | pcs    | Stapler , Heavy Duty<br>PR#10//OBR#40 c/o CPO (4)  |           |                    |                 |

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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PUBLISHED IN THE PHILIPPINE GOVERNMENT WEBSITE  
 BAGUIO CITY GOVERNMENT WEBSITE  
 THREE (3) CONSECUTIVE SPACES  
 REFERENCE POSTED ON 6/13/17  
 PUBLIC PERIOD: 6/13/17 - 6/17/17  
 OPENING OF BIDDINGS: 6/17/17  
 cherie

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|---------------|-----|------|---|-----------|--------------------|-----------------|
|               | 10  | pcs  | Staple , Remover<br>PR#10//OBR#40 c/o CPO (10)                                  |           |                    |                 |
|               | 6   | roll | Tape, adding machine, GSP Bond<br>PR#013//OBR#11 c/o CRO (6)                    |           |                    |                 |
|               | 3   | pcs  | Toner , cartridge, canon, 303 laserjet LBP 2900<br>PR#013//OBR#11 c/o CRO (3)   |           |                    |                 |
|               |     |      | Purpose: For use at CPO.<br>Purpose: For use at CRO, 1st Semester 2017 Supplies |           |                    |                 |
| <i>cherie</i> |     |      |   |           |                    |                 |

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