

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 # 75
S 135
August 30, 2018
101-1061-18-8-406

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	Office Supplies	50,013.76		
	10	roll	Double Sided tape- tissue type, clear color, 25mm, thickness: 120mic	321.70		
	200	pcs	Pen- ballpoint, black	2,638.00		
	10	pcs	Maker- Permanent, chisel type, blue	400.00		
	100	pcs	Fingertip Moistener-Non-Toxic, Hygienic, Long Lasting, 1 3/4oz	3,466.00		
	10	pcs	Ruler, stainless steel ruler (hardened) 12inches	438.80		
	21	pcs	Data Storage-Rewritable, 4x speed, 4.7GB capacity	798.00		
	1	box	Envelope-Documentary, for A4 size document, 500 pieces per box	419.69		
	40	pcs	Envelope- Expanding, plastic, with elastic strap	1,214.80		
	50	pcs	Ruler, plastic, 300mm	250.00		
	20	pcs	Taper Dispenser- Table top	1,091.00		
	5	box	Folder-Pressboard, size: 240mm x 370mm (-5mm), 100 pieces per box	4,106.95		
	25	box	Map Pin- round head	1,008.75		
	44	pcs	Stapler-Standard type, load cap: 200 staples min, 1 piece in individual box	3,976.72		
	20	box	Paper clip- 33mm, 100 pcs per box	160.00		
	5	pack	Manila Paper- 10 sheets per pack	123.15		
	5	box	Parchment Paper-size: legal, 80 gsm, 100 sheets per box	575.00		
	30	box	Push- hammer head type, assorted colors	630.00		
	4	pack	Binder-12.7mm x 1.12m (1/2"x44"), plastic	212.16		
	24	pack	Binder-19mm x 1.12m (3/4"x44"), plastic	2,408.64		
	20	pack	Cartolina- white, 572mm x 724mm, 120 gsm 20sheets/pack	2,188.80		
	110	pcs	Clip-bulldog, 3 inches (73mm)	1,222.10		
	150	pcs	Folder-expanding, green, legal size	1,663.50		
	10	pack	Certificate Paper-special paper, long, assorted colors, 10pcs/pack	288.00		
	35	pcs	Certificate Frame- wood, A4	4,620.00		
	141	ream	Paper-multicopy, A4, 70 gsm	15,792.00		
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PURPOSE: 3rd quarter office supplies c/o CGSO SWMD

- 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