

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, 2016

Standard Form Title: Request For Quotation

Reference No: 20345

Solicitation No: 168

Shopping

Date: September 10, 2020

OBR #

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 quotation 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	DESCRIPTIONS	TOTAL ABC	BID PRICE /UNIT	TOTAL BID PRICE
1	1	LOT	OS c/o cMO	60,423.27		
	10	piece	Data File Box - Data File Box - made of chipboard, with closed ends -	78.00		
	2	box	Envelope - Envelope - Documentary, for A4 size document, 500 pieces per box -	674.00		
	1	box	Folder - Folder - Pressboard, size: 240mm x 370mm (-5mm), 100 pieces per box -	955.00		
	2	bottle	Ink - Ink - For numbering machine, 30 ml, black -	187.00		
	318	ream	Paper - Paper - Multicopy, 80gsm, size: 210mm x 297mm (A4) -	173.00		
	10	piece	Record Book Jr. - Record Book Jr. - 50 pages/ notebook -	55.00		
	7	piece	Sign Pen - Sign Pen - Red, liquid/gel ink, 0.5mm needle tip -	34.61		
	15	roll	Tape - Tape - Packaging, 48mm x 50m / 2" -	24.00		
	20	roll	Tape - Tape - Transparent, 24mm x 50m / 1" -	11.00		
	29	roll	Tape - Tape - Transparent, 48mm x 50m -	20.00		

PURPOSE: To office supplies expense 1st quarter, PESO

NOTED:

- 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
- 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.
- 6) Unit prices must not exceed indicated line item price.

Name of Establishment

Philgeps Registry No.

Printed Name and Signature of Bidder

Address and Contact Number

TIN