

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: 20349

Solicitation No: 172

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 HRMO	51,274.70		
	1	pack	Binder Ring - Binder Ring - plastic, 25mm x 1.12m (1x44) -	114.00		
	1	piece	Calculator - Calculator - Electronic, 12 digits, tilt display, lcd screen -	468.00		
	10	piece	Clear Book - Clear Book - plastic, refillable, legal size, thickness: 0.5mm (min), transparent plastic pockets, number of pockets: 20, assorted color -	43.00		
	40	box	Clip Backfold - Clip Backfold - 25mm, 12 pieces per box -	16.00		
	40	box	Clip Backfold - Clip Backfold - 50mm, 12 pieces per box -	48.00		
	25	roll	Double Sided Tape - Double Sided Tape - tissue type, clear color, 25mm, thickness: 120mic -	33.00		
	20	piece	DVD-compact disc - DVD-compact disc - Rewritable, 4x speed, 4.7GB, 120 mins -	44.00		
	2	box	Envelope - Envelope - Expanding, Kraft Board, For Legal size documents, 100 pcs per box -	753.00		
	1	box	Envelope - Envelope - Mailing, 500 pieces per box -	378.20		
	5	box	Fastener - Fastener - metal, for paper, metal, non sharp edges, 50 sets/box -	58.50		

ITEM NO.	QTY	UNIT	DESCRIPTIONS	TOTAL ABC	BID PRICE /UNIT	TOTAL BID PRICE
10	box		Fastener - Fastener - vinyl plastic coated, 50sets/box (for cbaos) -	39.00		
150	piece		Folder - Folder - Expanded Folder, 8.5 inches x 13 inches, color green, thick/hard -	18.00		
10	jar		Glue - Glue - all purpose, gross weight: 200 grams min -	63.00		
45	piece		Highlighter - Highlighter - Assorted Colors, Chisel type -	22.00		
5	pack		Manila Paper - Manila Paper - 10 sheets per pack -	44.00		
22	piece		Marker - Marker - Permanent, chisel type, black -	32.50		
10	piece		Marker - Marker - White Board, Bullet Type - Blue -	12.00		
10	piece		Marker - Marker - White Board, Bullet Type - Red -	12.00		
120	ream		Paper - Paper - Multicopy, 80gsm, size: 216mm x 330mm (Legal) -	201.00		
16	box		Paper Clip - Paper Clip - 33MM, 100 pieces per box or 52 grams (min.) (net of box) -	7.00		
5	ream		Paper Copy - Paper Copy - A3, 80 gsm -	473.00		
27	piece		Pen - Pen - Ballpoint, black -	15.00		
27	piece		Pen - Pen - Ballpoint, blue -	15.00		
27	piece		Pen - Pen - Ballpoint, red -	15.00		
25	box		Pencil - Pencil - Lead, 1 dozen per box, w/eraser -	21.00		
25	pack		Photo paper - Photo paper - Single-sided white, matte finish, A4, 146 gsm -	75.00		
5	box		Rubber Band - thickness (#16), 50grams/box	28.00		
10	piece		Scissors - Scissors - Heavy Duty -	105.00		
27	piece		Sign pen - Sign pen - gel type 0.7 -	82.00		
110	pack		Special Paper - 8.5 inches x 13 inches, 200 gsm, for Certificates, Pale Cream, 10 sheets per pack	30.00		
10	piece		Staple Remover - Staple Remover - claw type, steel jaws, extra wide finger grips -	32.50		
28	piece		Tape - Tape - Correction, 1 piece in individual plastic, Disposable, Dispensing mechanism: Gear type, Dispensing System: Single line tape, With mechanism for adjustment/rewinding, Tape: Type: Film based, Usable length: 8 meters (min), Width: 5mm, Color: White opaque, Case: Size: Manufacturer's standard, Design: Manufacturer's standard, With protective cap, Brand shall be engraved/embossed/printed on the item. -	15.00		
25	roll		Tape - Tape - Transparent, 24mm x 50m / 1" -	11.00		

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