

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: 20350

Solicitation No: 173

Shopping

Date: September 10, 2020

OBR #

Sir/Madam:

Please quote your price of items 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 HSO	179,915.60		
	6	box	Carbon Film - Carbon Film - PF, black, size 216mm x 330mm, 100 sheets per box - Long -	218.00		
	20	bundle	Cartolina - Cartolina - white, 572mm x 724mm, 120 gsm 20sheets/pack -	79.00		
	30	pack	Clear book - Clear book - plastic, refillable, A4 size, thickness: 0.04mm (min), transparent plastic pockets, number of pockets: 20, assorted color -	40.00		
	30	piece	Clear Book - Clear Book - plastic, refillable, legal size, thickness: 0.5mm (min), transparent plastic pockets, number of pockets: 20, assorted color -	43.00		
	8	box	Clip Backfold - Clip Backfold - 25mm, 12 pieces per box -	16.00		
	8	box	Clip Backfold - Clip Backfold - 50mm, 12 pieces per box -	48.00		
	6	roll	Cover Plastic - Cover Plastic - Gauge 3, 50m in length -	780.00		
	60	piece	Data File Box - Data File Box - made of chipboard, with closed ends -	78.00		
	6	roll	Double Sided Tape - Double Sided Tape - Padded type, 24mm x 5m roll (2.5cm holds 120gr) -	117.00		
	40	roll	Double Sided Tape - Double Sided Tape - tissue type, clear color, 25mm, thickness: 120mic -	33.00		

ITEM NO.	QTY	UNIT	DESCRIPTIONS	TOTAL ABC	BID PRICE /UNIT	TOTAL BID PRICE
	6	box	Envelope - Envelope - Expanding, Kraft Board, For Legal size documents, 100 pcs per box -	753.00		
	10	piece	Eraser - Eraser - White Board, 45 cm x 60 cm -	17.00		
	40	box	Fastener - Fastener - metal, for paper, metal, non sharp edges, 50 sets/box -	58.50		
	4	pack	Film - Film - Laminating Film, clear, 8.5x 13, pack of 10 -	255.00		
	60	bundle	Folder - Folder - Tagboard, for legal size documents ,100 pieces per pack -	322.00		
	60	jar	Glue - Glue - all purpose, gross weight: 200 grams min -	63.00		
	6	piece	Glue Gun - Glue Gun - heavy duty, Accepts 7/16 glue sticks low end -	227.50		
	60	piece	Glue Stick - Glue Stick - frosty clear, 5/8 diameter, 10 length, 53 PK -	12.00		
	12	pack	Index Card - Index Card - 102 x 152 mm (4 inches x 6 inches), Plain -	40.00		
	12	pack	Index Card - Index Card - size: 3x 5, ruled both sides -	28.00		
	10	pack	Manila Paper - Manila Paper - 10 sheets per pack -	44.00		
	60	piece	Marker - Marker - Permanent, chisel type, black -	32.50		
	30	pad	Pad Paper - Legal (8.5 x 13), yellow, 50sheets	45.00		
	260	ream	Paper - Paper - Multicopy, 80gsm, size: 216mm x 330mm (Legal) -	201.00		
	20	pad	Paper - Paper - Pad Paper, Long, White, 80 sheets per pad -	21.00		
	60	box	Paper Clip - Paper Clip - 33MM, 100 pieces per box or 52 grams (min.) (net of box) -	7.00		
	20	pack	Paper Sticker - Paper Sticker - Glossy, A4, 10 pcs / pack -	74.00		
	60	jar	Paste (Glue) - Paste (Glue) - 200 grams with water well and plastic applicator -	62.10		
	340	piece	Pen - Pen - Ballpoint, black -	15.00		
	170	piece	Pen - Pen - Ballpoint, blue -	15.00		
	170	piece	Pen - Pen - Ballpoint, red -	15.00		
	80	box	Push Pins - Push Pins - hammer head type, assorted colors -	31.00		
	60	book	Record Book - Record Book - 300 pages, size: 214mm x 278mm min -	71.00		
	20	piece	Ribbon - Ribbon - for manual typewriter, nylon, black, universal spool, 8m -	33.00		
	180	piece	Sign Pen - Sign Pen - Black, liquid/gel ink, 0.5mm needle tip -	34.61		

ITEM NO.	QTY	UNIT	DESCRIPTIONS	TOTAL ABC	BID PRICE /UNIT	TOTAL BID PRICE
	80	piece	Sign Pen - Sign Pen - Blue, liquid/gel ink, 0.5mm needle tip -	45.00		
	80	piece	Sign Pen - Sign Pen - Red, liquid/gel ink, 0.5mm needle tip -	34.61		
	69	pack	Special Paper - 8.5 inches x 13 inches, 200 gsm, for Certificates, Pale Cream, 10 sheets per pack	30.00		
	60	pack	Special Paper - Special Paper - A4, 120gsm, for certificates, cream, pack of 10 -	30.00		
	25	ream	Specialty Paper - Specialty Paper - Watermarked Laid Paper, 90 gms, 8.5 x 13 inch, Light Yellow, 500s -	880.00		
	30	piece	Staple Remover - Staple Remover - Material: metal or combination of plastic and metal; Plier type -	26.00		
	380	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		
	350	roll	Tape - Tape - Transparent, 24mm x 50m / 1" -	11.00		
	10	box	Thumbtacks - Thumbtacks - sharp steel points, 3/8 head -	15.00		

PURPOSE: For paper supplies c/o HSO.

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