

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: 20352

Solicitation No: 175

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 LEGAL	72,935.88		
	20	piece	Clip - Clip - silver, bulldog, 3 inches (73mm) -	14.00		
	12	box	Clip Backfold - Clip Backfold - 25mm, 12 pieces per box -	16.00		
	10	box	Clip Backfold - Clip Backfold - 50mm, 12 pieces per box -	48.00		
	5	piece	Clip Board - Clip Board - Hard Plastic, Thin, Transparent, Legal (8.5 x 13) -	77.00		
	1	piece	Cutting Mat - Cutting Mat - rubber, Legal, 3mm thick, non-slip surface, green -	309.00		
	30	piece	Data File Box - Data File Box - made of chipboard, with closed ends -	78.00		
	40	roll	Double Sided Tape - Double Sided Tape - tissue type, clear color, 25mm, thickness: 120mic -	33.00		
	5	roll	Duct Tape - Duct Tape - Multi-purpose, silver, 48mm x 50m -	123.50		
	30	piece	DVD-compact disc - DVD-compact disc - Recordable, 16x speed, 4.7GB capacity -	18.00		
	20	piece	DVD-compact disc - DVD-compact disc - Rewritable, 4x speed, 4.7GB, 120 mins -	44.00		
	31	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
	9	piece	Fingertip Moistener - Fingertip Moistener - Non-Toxic, Hygienic, Long Lasting, 1 3/4oz ( FOR CTO, HSO, LCR, CEO, CBAO, CVO) -	36.00		
	13	bundle	Folder - Folder - Tagboard, for legal size documents ,100 pieces per pack -	322.00		
	16	jar	Glue - Glue - all purpose, gross weight: 200 grams min -	63.00		
	37	piece	Marker - Marker - Permanent, chisel type, black -	32.50		
	5	piece	Marker - Marker - Permanent; Bullet Type - Blue -	10.00		
	120	ream	Paper - Paper - Multicopy, 80gsm, size: 216mm x 330mm (Legal) -	201.00		
	20	pack	Paper Board - Paper Board - special board for calling cards, A4, 200gsm, pack of 10 -	34.00		
	30	ream	Paper Bond - Paper Bond - premium grade, A4, 500sheets/ream -	190.00		
	35	ream	Paper Bond - Paper Bond - premium grade, legal, 500sheets/ream -	208.00		
	20	pack	Photo paper - Photo paper - Single-sided white, matte finish, A4, 146 gsm -	75.00		
	2	piece	Ruler - Ruler - stainless steel ruler (hardened) 12 inches -	47.00		
	65	piece	Sign Pen - Sign Pen - 0.5mm, V5 Hi-Tecpoint, black -	62.00		
	65	piece	Sign Pen - Sign Pen - 0.5mm, V5 Hi-Tecpoint, blue -	62.00		
	24	piece	Sign Pen - Sign Pen - 0.5mm, V5 Hi-Tecpoint, red -	62.00		
	4	piece	Sign Pen - Sign Pen - Black, liquid/gel ink, 0.5mm needle tip -	34.61		
	4	piece	Sign Pen - Sign Pen - Blue, liquid/gel ink, 0.5mm needle tip -	45.00		
	31	piece	Sign pen - Sign pen - gel type 0.7 -	82.00		
	4	piece	Sign Pen - Sign Pen - Red, liquid/gel ink, 0.5mm needle tip -	34.61		
	10	pack	Special Paper - Special Paper - 8.5x11inch, 120gsm, for certificates, cream, pack of 10 -	37.00		
	20	pack	Special Paper - Special Paper - A4, 120gsm, for certificates, cream, pack of 10 -	30.00		
	17	piece	Staple Remover - Staple Remover - claw type, steel jaws, extra wide finger grips -	32.50		
	10	ream	Stationery, Office - Stationery, Office - specialty paper, yellow, legal (8.5x 13 inches) -	280.00		

ITEM NO.	QTY	UNIT	DESCRIPTIONS	TOTAL ABC	BID PRICE /UNIT	TOTAL BID PRICE
	40	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		
	15	roll	Tape - Tape - Transparent, 24mm x 50m / 1" -	11.00		

PURPOSE: To payment of the office supplies for the use of the City Legal Office

NOTED:

- 1) Delivery Period within 7 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