

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: 20356  
Solicitation No: 178  
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 CPDO	70,039.00		
	10	pack	Battery - Battery - size AA, alkaline, 2pcs/packet -	36.30		
	17	pack	Battery - Battery - size AAA, alkaline, 2pcs/packet -	22.00		
	1	piece	Calculator - Calculator - Electronic, 12 digits, tilt display, lcd screen -	468.00		
	1	piece	Calculator - Calculator - Scientific, 1 unit in individual box -	798.00		
	5	pack	Clear book - Clear book - plastic, refillable, A4 size, thickness: 0.04mm (min), transparent plastic pockets, number of pockets: 20, assorted color -	40.00		
	5	piece	Clear Book - Clear Book - plastic, refillable, legal size, thickness: 0.5mm (min), transparent plastic pockets, number of pockets: 20, assorted color -	43.00		
	5	piece	Clip - Clip - silver, bulldog, 3 inches (73mm) -	14.00		
	60	box	Clip Backfold - Clip Backfold - 25mm, 12 pieces per box -	16.00		
	75	box	Clip Backfold - Clip Backfold - 50mm, 12 pieces per box -	48.00		
	5	pack	Cover Plastic - Cover Plastic - A4, 200mic, PVC Binding Film, 100 pcs/pack -	700.00		
	5	pack	Cover Plastic - Cover Plastic - Legal, 0.30mm thickness, PVC Binding Film, packs of 10	543.00		

ITEM NO.	QTY	UNIT	DESCRIPTIONS	TOTAL ABC	BID PRICE /UNIT	TOTAL BID PRICE
	10	piece	Cutter Blade - Cutter Blade - for heavy duty cutter, 100mm length 16mm width, 0.40 mm thickness -	15.03		
	10	piece	Data Folder - Data Folder - made of chipboard, taglia lock -	69.00		
	20	roll	Double Sided Tape - Double Sided Tape - tissue type, clear color, 25mm, thickness: 120mic -	33.00		
	1	box	Envelope - Envelope - Mailing, 500 pieces per box -	378.20		
	2	piece	Eraser - Eraser - White Board, 45 cm x 60 cm -	17.00		
	3	box	Fastener - Fastener - metal, for paper, metal, non sharp edges, 50 sets/box -	58.50		
	26	piece	Fingertip Moistener - Fingertip Moistener - Non-Toxic, Hygienic, Long Lasting, 1 3/4oz ( FOR CTO, HSO, LCR, CEO, CBAO, CVO) -	36.00		
	250	piece	Folder - Folder - Expanded Folder, 8.5 inches x 13 inches, color green, thick/hard -	18.00		
	5	bundle	Folder - Folder - Tagboard, for legal size documents ,100 pieces per pack -	322.00		
	15	piece	Highlighter - Highlighter - Assorted Colors, Chisel type -	22.00		
	6	piece	Marker - Marker - Permanent, chisel type, black -	32.50		
	3	piece	Marker - Marker - Permanent; Bullet Type - Red -	10.00		
	5	piece	Marker - Marker - White Board, Bullet Type - Blue -	12.00		
	5	piece	Marker - Marker - White Board, Bullet Type - Red -	12.00		
	39	pad	Notepad - Notepad - 3x3, stick on, 76mmx76mm, 100sheets/cube -	26.00		
	60	ream	Paper - Paper - Multicopy, 80gsm, size: 216mm x 330mm (Legal) -	201.00		
	3	ream	Paper - Paper - onion skin, 8 X 11inches, various color -	145.00		
	10	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		
	3	box	Paper Parchment - size: legal, 80 gsm, 100 sheets per box	286.00		
	3	pack	Paper Sticker - Paper Sticker - Glossy, A4, 10 pcs / pack -	74.00		
	375	piece	Pen - Pen - Ballpoint, black -	15.00		
	75	piece	Pen - Pen - Ballpoint, blue -	15.00		
	50	piece	Pen - Pen - Ballpoint, red -	15.00		
	5	pack	Photo paper - Photo paper - A3 size, per pack -	375.00		



ITEM NO.	QTY	UNIT	DESCRIPTIONS	TOTAL ABC	BID PRICE /UNIT	TOTAL BID PRICE
	2	pack	Photo paper - Photo paper - Single-sided white, matte finish, A4, 146 gsm -	75.00		
	25	piece	Record Book Jr. - Record Book Jr. - 50 pages/ notebook -	55.00		
	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		
	30	piece	Sign Pen - Sign Pen - 0.5mm, V5 Hi-Tecpoint, red -	62.00		
	12	piece	Sign Pen - Sign Pen - 0.5mm, V5 Hi-Tecpoint, violet -	62.00		
	2	piece	Sign Pen - Fine line pen 0.8	74.00		
	5	piece	Sign pen - Sign pen - gel type 0.7 -	82.00		
	12	piece	Sign Pen - Hi-Techpoint V7 - Black	62.00		
	90	pack	Special Paper - 8.5 inches x 13 inches, 200 gsm, for Certificates, Pale Cream, 10 sheets per pack	30.00		
	25	pack	Special Paper - Special Paper - A4, 120gsm, for certificates, cream, pack of 10 -	30.00		
	1	ream	Special Paper - Special Paper - GSM 230, 8.5 x 13 inches, Green, For Parking Card -	660.00		
	10	piece	Staple Remover - Staple Remover - claw type, steel jaws, extra wide finger grips -	32.50		
	5	box	Staple Wire - Staple Wire - 23/13, Heavy Duty -	20.00		
	10	roll	Tape - Tape - binding, 1-1/2 in, color: blue -	68.00		
	10	roll	Tape - Tape - binding, 2in, color: blue -	98.00		
	50	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		
	12	roll	Tape - Tape - Transparent, 24mm x 50m / 1" -	11.00		

PURPOSE: First quarter 2020 supplies for CPDO use

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.

