

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, 2008  
 Standard Form Title: Request for Quotation

Reference No :  
 Shopping Solicitation No :  
 Date :  
 Obr # :

PR # 2016-51  
S 184  
September 14, 2017  
101-1111-16-12-80

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)442-8795.

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 quotations 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	DESCRIPTION	TOTAL ABC	BID PRICE PER UNIT	TOTAL BID PRICE
	<b>1</b>	<b>lot</b>	<b>Office Supplies</b>	<b>128,649.07</b>		
1	8	cartridge	Toner, Printer, HP CE285A, black, Compatible for HP LaserJet, P1102, P1102w, printer			
2	3	cartridge	Toner, HP CB436A, black, for HP LaserJet P1505			
3	3	cartridge	Toner Printer, HP 131A (CF210A), black, 365 x 100 x 110mm, 0.8kg, Compatible for HP LaserJet Pro 200 color MFP M276n, MFP M276nw, Printer M251n			
4	2	cartridge	Toner Printer, HP 131A (CF211A), Cyan, 365x100x110			
5	2	cartridge	Toner, Printer, HP131A (CF212A), Yellow, 365x100x110			
6	2	cartridge	Toner, Printer, HP131A (CF213A), Magenta, 365x100x110			
7	4	bot	Ink, Printer, Epson No. T6641, black, 70ml			
8	4	bot	Ink, Printer, Epson No. T6642, cyan, 70ml			
9	4	bot	Ink, Printer, Epson No. T6643, magenta, 70ml			
10	4	bot	Ink, Printer, Epson No. T6644, yellow, 70ml			
11	70	ream	Paper, bond, short (8.5x11") substance 20			
12	2	units	Calculator, Compact, 12 digit display, Dual Powered			
13	5	pad	Paper, Ruled Pad, 216mmx330mm, 90 sheets			
14	13	pcs	Pen, Ball, ballpoint, black, BS-P Fine			
15	13	pcs	Pen, Ball, ballpoint, red, BS-P Fine			
16	10	pcs	Binder, Ring, 19mm x 1.12m (3/4"x44"), plastic			
17	10	pcs	Binder, Ring, 2mm x 1.12m (1"x44"), Plastic			
18	3	pcs	Binder, Ring, 50mm x 1.12mm (2"x44"), plastic			
ac						

**PURPOSE:** Additional Office Supplies- 4th quarter 2016. c/o AUDITOR'S OFFICE

- NOTE:**
- 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  
 Warranty (for repairs) \_\_\_\_\_ Minimum of three (3) months
  - 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.

\_\_\_\_\_  
 Name of Establishment

\_\_\_\_\_  
 Philgeps Registry No.

\_\_\_\_\_  
 Printed Name and Signature of Bidder

\_\_\_\_\_  
 Address & Contact Number

\_\_\_\_\_  
 TIN

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19	10	pcs	Binder, Ring, 12.7mm x 1.12m (1/2"x44"), plastic			
20	4	units	Ruler, metal, 12"			
21	20	pack	Folder, Morocco, (fancy), legal (8.5x13"), blue			
22	35	pcs	Box, Document Storage, 10x12x15"			
23	10	pack	Catalina Board, blue, legal (8.5"x 13")			
24	20	pack	Catalina Board, blue, short (8.5"x 11")			
25	5	pcs	Glue, Multi-purpose, 7.625 fl oz (225ml)			
26	5	pair	Scissors, 6"			
27	3	pcs	Tape Dispenser, heavy duty, for 24mm (1")			
28	15	pcs	Stick notes, flags and tabs			
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 Printed Name and Signature of Bidder

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