

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 # 79
S 210
October 16, 2018

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 quotations found not in order.

Thank you very much.


ATTY. AUGUSTIN P. LABAN III
 BAC Vice Chairperson

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
1	1	lot	Office Supplies	7,007.13		
	3	box	Staple Wire- #10, 5mm	21.57		
	1	roll	Double Sided Tape- Padded type, 24mm x 5m roll (2.5cm holds 120gr)	82.04		
	2	roll	Duct Tape- Multi-purpose, silver, 48mm x 50m	367.44		
	95	pcs	Pen- Ballpoint, black	1,253.05		
	95	pcs	Pen- Ballpoint, blue	989.90		
	25	pcs	Envelope- Expanding, plastic, with elastic strap	759.25		
	15	pcs	Magazine Box- size: 110mm x 220mm x 265mm type: with open end	686.40		
	2	pcs	Ribbon- for manual typewriter, nylon, black	42.48		
	3	box	Rubber Band- 1.0mm min thickness, min 350grams/box or approximately 220pcs	1,800.00		
	15	box	Fastener- vinyl plastic coated, 50sets/box	1,005.00		

I HEREBY CERTIFY THAT THIS RFQ WAS LISTED AT THE: PHILGEPS WEBSITE
BAGUIO CITY GOVERNMENT WEBSITE
THREE (3) CONSPICUOUS SPACES

REFERENCE : _____
 DATED ON 10/23/18
 EXPIRING PERIOD: 10-23 - 10-26/18
 ISSUING OF RFQ/BIDS: 10/25/18
 ISSUED BY: _____

PURPOSE: 2018 4th quarter Supplies c/o CBAO

- 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 _____ page 1 of 1 _____ TIN _____