

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 # 124**  
**S 218**  
**October 29, 2018**  
**101-1031-18-8-368**

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
<b>1</b>	<b>1</b>	<b>lot</b>	<b>Office Supplies</b>	<b>5,140.56</b>		
	2	cart	Ink Cart- EPSON C13T664100 (T6641), black	560.56		
	20	ream	Paper- multicopy, legal, 70 gsm	2,340.00		
	20	ream	Paper- multicopy, A4, 70 gsm	2,240.00		

IS TO CERTIFY THAT THIS RFB WAS POSTED AT THE: \_\_\_\_\_ PHILGEPS WEBSITE  
 BAGUIO CITY GOVERNMENT WEBSITE  
 THREE <3> CONSPICUOUS SPACES

REFERENCE : \_\_\_\_\_  
 POSTED ON 11/6/18  
 POSTING PERIOD: 11/6/18 - 11/9/18  
 OPENING OF RFB/BIDS: 11/9/18  
 POSTED BY: \_\_\_\_\_

ac

**PURPOSE:** Office supplies for SOFAD c/o CADMO

- 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 \_\_\_\_\_