

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: 44490
Solicitation No: 219
Shopping
Date: August 1, 2022
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. Augustin P. Laban III
BAC Chairperson and City Human Resource Management Officer

ITEM NO.	QTY	UNIT	DESCRIPTIONS	TOTAL ABC	BID PRICE /UNIT	TOTAL BID PRICE
1	1	LOT	Office Supplies c/o CTO	140,034.70		
	15	pack	Cartolina - Cartolina - Assorted colors, 572mm x 724mm, 120gsm, 20 pieces per pack -	85.40		
	5	piece	Clip Board - Clip Board - Hard Plastic, Thin, Transparent, Legal (8.5 x 13) -	90.00		
	18	piece	Correction Tape - Correction 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. -	20.00		
	10	piece	Cutter - Cutter - for general purpose, heavy duty, plastic -	74.00		
	20	piece	Date Stamp - Date Stamp - self-inking stamp, 1x 3/8, black -	413.60		
	5	piece	Desk File - Desk File - Three Layer File Organizer Document Paper Tray, Material: Metal and Barbed Wire, 27.5 cm x 35 cm x 29 cm, Black -	371.00		

ITEM NO.	QTY	UNIT	DESCRIPTIONS	TOTAL ABC	BID PRICE /UNIT	TOTAL BID PRICE
	1	box	Envelope: Documentary - Envelope: Documentary - For legal size document, 500 pieces per box -	945.00		
	1	box	Envelope: Mailing - Envelope: Mailing - 500 pieces per box -	308.00		
	25	piece	Eraser - Eraser - plastic or rubber, rectangular, for pencil -	5.00		
	53	box	Fastener - Fastener - metal, for paper, metal, non sharp edges, 50 sets/box -	59.00		
	1	pack	Folder: Tagboard - Folder: Tagboard - For A4 size documents, 100 pieces per pack -	295.00		
	2	pack	Folder: Tagboard - Folder: Tagboard - For legal size documents ,100 pieces per pack -	328.00		
	5	piece	Marker: Bullet Type - Marker: Bullet Type - Permanent - Black -	12.00		
	5	piece	Marker: Bullet Type - Marker: Bullet Type - Permanent - Blue -	12.00		
	2	piece	Marker: Bullet Type - Marker: Bullet Type - Permanent - Red -	12.00		
	3	set	Marker: Fluorescent - Marker: Fluorescent - 3 colors per set -	53.90		
	225	ream	Paper - A4 - Paper - A4 - Multicopy, 80gsm, size: 210mm x 297mm, 500 sheets per ream -	205.00		
	225	ream	Paper - Legal - Paper - Legal - Multicopy, 80gsm, size: 216mm x 330mm, 500 sheets per ream -	225.00		
	20	pack	Paper Board - Paper Board - special board for calling cards, A4, 200gsm, pack of 10 -	36.00		
	28	box	Paper Clip - Paper Clip - 33MM, 100 pieces per box or 52 grams (min.) (net of box) -	8.00		
	24	box	Paper Clip - Paper Clip - 50MM, 100 pieces per box or 120 grams (min.) (net of box) -	22.00		
	20	pack	Paper Sticker - Paper Sticker - Glossy, A4, 10 pcs / pack -	59.00		
	150	piece	Pen - Pen - Ballpoint, black -	7.00		
	150	piece	Pen - Pen - Ballpoint, blue -	7.00		
	6	box	Pencil - Pencil - Lead, 1 dozen per box, w/eraser -	30.00		
	5	pack	Photo paper - Photo paper - Single-sided white, matte finish, A4, 146 gsm -	68.00		

ITEM NO.	QTY	UNIT	DESCRIPTIONS	TOTAL ABC	BID PRICE /UNIT	TOTAL BID PRICE
	3	piece	Puncher - Puncher - paper, heavy duty, with two hole guide; Punching Capacity: 30 sheets of 70 gsm multipurpose paper -	135.00		
	40	book	Record Book - Record Book - 300 pages, size: 214mm x 278mm min -	73.00		
	10	piece	Record Book - Record Book - 500 pages, size: 214mm x 278mm min -	104.00		
	10	box	Rubber Band - Rubber Band - 70mm min lay flat length (#18), 350gms min. net weight -	145.00		
	25	box	Rubber Band - Rubber Band - thickness (#16), 50grams/box -	33.00		
	5	piece	Sign Pen - Sign Pen - 0.5mm needle tip, liquid/gel ink, violet, with needle clip writing length: one (1) km (min) -	63.00		
	15	piece	Sign Pen: Black - Sign Pen: Black - Liquid ink, 0.5mm needle tip, with needle clip writing length: one (1) km (min) -	26.00		
	50	piece	Sign Pen: Blue - Sign Pen: Blue - Liquid ink, 0.5mm needle tip, with needle clip writing length: one (1) km (min) -	26.00		
	5	piece	Sign Pen: Red - Sign Pen: Red - Liquid ink, 0.5mm needle tip, with needle clip writing length: one (1) km (min) -	33.00		
	10	bottle	Stamp Pad Ink - Stamp Pad Ink - purple or violet, 50ml (min.) -	33.00		
	17	box	Staple Wire - Staple Wire - #35 standard, 5000 pcs -	27.00		
	5	piece	Stapler - Stapler - Standard type, load cap: 200 staples min, 1 piece in individual box -	299.00		
	25	roll	Tape: Masking - Tape: Masking - 48mm x 50m - 2" -	94.00		
	48	roll	Tape: Masking - Tape: Masking - Masking, 24mmx50m - 1" -	19.00		
	35	roll	Tape: Packaging - Tape: Packaging - 48mm x 50m / 2" -	21.00		
	57	roll	Tape: Transparent - Tape: Transparent - 24mm x 50m / 1" -	16.00		
	50	roll	Tape: Transparent - Tape: Transparent - 48mm x 50m / 2" -	27.00		

PURPOSE:

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.

Name of Establishment

Philgeps Registry No.

Printed Name and Signature of Bidder

Address and Contact Number

TIN