

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 # 1
S 222
October 20, 2017
1101-2017-8-116


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.

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	28,682.40		
	10	pcs	Board- Leagal (8.5x13"), thin transparent Hard Plastic			
	4	ream	Copy Paper-A3, 80 gsm			
	5	pcs	Data Storage- 32GB, USB 2.0 plug and play			
	3	pcs	File Tray- 3 layers			
	5	pcs	Glue- All purpose glue, 40 gsm			
	1	cartridge	Ink- C13T692500 for SC-T7270, Matte Black, 110ml			
	1	cartridge	Ink- C13T692100 for SC-T7270 plotter, Photo Black, 110 ml			
	1	cartridge	Ink- C13T692200 for SC-T7270, Cyan, 110 ml			
	1	cartridge	Ink- C13T692300 for SC-T7270, Magenta, 110 ml			
	1	cartridge	Ink- C13T692400 for SC-T7270, Yellow, 110 ml			
	45	pcs	Pen- ballpoint, black, BS-P Fine			
	45	pcs	Pen- ballpoint, blue, BS-P Fine			
2	1	lot	General Merchandise	811.50		
	2	pcs	Cord- 5 sockets, 3m			
	5	pcs	Dusting Cloth- approx. 15" x 18"			
	1	can	Freshener- 13kg, lemon scent			

PURPOSE: 3rd Qrater Supply c/o ASSESSOR'S OFFICE

I HEREBY CERTIFY THAT THIS BFO WAS:
 REPORTED AT THE _____ IN DEPS WEBSITE
 _____ BAGUIO CITY GOVERNMENT
 _____ THESE ARE CORRECT AND TRUE

- 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