

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 # 139
S 229
November 20, 2018
221-18-11-429

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	2,600.00		
	4	ream	Colored Paper, assorted color, size: short	600.00		
	20	packs	Specialty Paper (for certificates and nametag) color: cream, size:A4	800.00		
	5	pcs	Double sided tape	300.00		
	2	bottle	Ink for Epson, T6641, black	600.00		
	2	pcs	Refillable white board marker, black, broad	300.00		
<p>THIS IS TO CERTIFY THAT THIS RFQ WAS POSTED AT THE: _____ PHILGEPS WEBSITE ✓ BAGUIO CITY GOVERNMENT WEBSITE ✓ THREE (3) CONSPICUOUS SPACES</p> <p>REFERENCE POSTED ON: <u>11/20/18</u> POSTING PERIOD: <u>11/20/18 - 11/26/18</u> OPENING OF RFQ/BIDS: <u>11/20/18</u> POSTED BY: <u>[Signature]</u></p>						
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PURPOSE: to purchase supplies to be used on the Youth Leadership Camp on December 14, 2018 c/o DEPED

- 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

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