

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 # :

<b>PR # 3</b>
<b>S 235</b>
<b>October 27, 2017</b>
<b>4411-2017-8-328</b>

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"**

*Leticia O. Clemente*  
**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	528.58		
	2	pcs	Magazine Box- size: 110mm x 220mm x 265mm type: with open end			
	4	pcs	Marker- Whiteboard, black, bullet type			
	4	set	Marker- Fluorescent, 3 color/set			
	6	pcs	Marker- Permanent, bullet type, black			
	3	pcs	Marker- Permanent, bullet type, red			
	4	pcs	Marker- Permanent, chisel type, black			
	3	pcs	Marker- Permanent, chisel type, blue			
	2	pcs	Marker- Permanent, chisel type, red			

THIS IS TO CERTIFY THAT THIS BIDDING WAS:  
 CONDUCTED AT THE PHILGEPS WEBSITE  
 BAGUIO CITY GOVERNMENT WEBSITE  
 THREE (3) SEPARATE SPACES

DATE: 11/3/17  
 BY: \_\_\_\_\_  
 OFFICE OF THE BAC SECRETARY

PURPOSE: c/o HSO

- 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 \_\_\_\_\_