

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: 44896
 Solicitation No: 235
 Shopping
 Date: August 10, 2022
 OBR #

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 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 BCPO/HSO	303,936.10		
	40	pack	Cartolina - Cartolina - Assorted colors, 572mm x 724mm, 120gsm, 20 pieces per pack -	85.40		
	30	bundle	Cartolina - Cartolina - white, 572mm x 724mm, 120 gsm 20sheets/pack -	91.00		
	50	piece	Certificate Frame - Certificate Frame - wood, A4 -	143.00		
	100	piece	Certificate Holder - Certificate Holder - 8.5 inches x 13 inches, black -	49.00		
	150	piece	Certificate holder - Certificate holder - A4 certificate holder -	55.00		
	100	piece	Clear book - Clear book - A4 size, plastic, refillable, thickness: 0.04mm (min), transparent plastic pockets, number of pockets: 20, assorted color -	33.54		
	100	piece	Clear Book - Clear Book - Legal size, plastic, refillable, thickness: 0.5mm (min), transparent plastic pockets, number of pockets: 20, assorted color -	37.06		
	60	piece	Clip - Clip - silver, bulldog, 3 inches (73mm) -	15.00		
	30	box	Clip Backfold - Clip Backfold - 25mm, 12 pieces per box -	15.03		
	40	box	Clip Backfold - Clip Backfold - 50mm, 12 pieces per box -	57.11		

ITEM NO.	QTY	UNIT	DESCRIPTIONS	TOTAL ABC	BID PRICE /UNIT	TOTAL BID PRICE
	298	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		
	4	roll	Cover Plastic - Cover Plastic - Gauge 4, 50m in length -	1033.00		
	60	piece	Cutter - Cutter - for general purpose, heavy duty, plastic -	33.00		
	20	piece	Cutter Blade - Cutter Blade - For heavy duty cutter, 100mm length 16mm width, 0.40 mm thickness General purpose -	16.00		
	12	unit	Data Storage - Data Storage - 16GB, USB 3.0, plug and play -	193.00		
	135	roll	Double Sided Tape - Double Sided Tape - tissue type, clear color, 25mm, thickness: 120mic -	33.00		
	100	roll	Duct Tape - Duct Tape - Multi-purpose, silver, 48mm x 25m -	130.00		
	4	box	Envelope A4 - Envelope A4 - Documentary, for A4 size document, 500 pieces per box -	789.00		
	8	box	Envelope Legal - Envelope Legal - Expanding, Kraft Board, For Legal size documents, 100 pcs per box -	866.00		
	5	box	Envelope: Documentary - Envelope: Documentary - For legal size document, 500 pieces per box -	945.00		
	20	piece	Eraser - Eraser - Felt, for Blackboard or Whiteboard, 125mmx45mmx19mm -	12.00		
	270	box	Fastener - Fastener - metal, for paper, metal, non sharp edges, 50 sets/box -	59.00		
	120	piece	File - File - Magazine File, For long folders -	124.00		
	30	piece	File Organizer - File Organizer - Expanding, plastic material With 12 inside pockets with index tab For legal size paper/documents With elastic strap, snap, etc. for closing or binding the organizer Dimension (min.) Cover IFlap): Width: 220mm x Length: 380mm x Thickness: 0.60mm Inside Pocket: Width: 230mm x Length: 360mm x Thickness: 0.12mm Assorted colors -	89.00		
	30	piece	Flash Drive, 16G - Flash Drive, 16G - 16 Gb USB version 2.0/3.0 port compatible, Plug-n-play, With light indicator, With memory chip/board firmly embedded in durable casing, With built-in USB interface cover (e.g. Swivel, Slide/Retractable type), With carrying strap (neck/wrist), ISO 9001:2008 Certified, Product warranty: one (1) year, Brand shall be engraved/embossed/printed on the item. Printing shall not be easily removed when scratched. -	192.50		

ITEM NO.	QTY	UNIT	DESCRIPTIONS	TOTAL ABC	BID PRICE /UNIT	TOTAL BID PRICE
	111	pack	Folder: Tagboard - Folder: Tagboard - For A4 size documents, 100 pieces per pack -	295.00		
	65	pack	Folder: Tagboard - Folder: Tagboard - For legal size documents ,100 pieces per pack -	328.00		
	60	piece	Glue Stick - Glue Stick - frosty clear, 5/8 diameter, 10 length, 53 PK -	12.00		
	40	jar	Glue: All Purpose - Glue: All Purpose - Gross weight: 200 grams min -	73.00		
	40	pack	Index Card - Index Card - 102 x 152 mm (4 inches x 6 inches), Plain -	49.00		
	40	pack	Index Card - Index Card - size: 3x 5, ruled both sides -	28.00		
	100	piece	Magazine File Box - Magazine File Box - chipboard: 3mm thick; leatherette paper for outside cover; coated paper for inside cover; size: 110mm x 220mm x 265mm; front of box: with finger ring and provision for label insert type: with back end open; assorted colors (red, green and maroon) one shade only -	43.00		
	42	roll	Magic Tape - Magic Tape - Multi-purpose permanent adhesive tape; 24mm x 50mm -	137.00		
	246	piece	Marker: Bullet Type - Marker: Bullet Type - Permanent - Black -	12.00		
	126	piece	Marker: Bullet Type - Marker: Bullet Type - Permanent - Blue -	12.00		
	86	piece	Marker: Bullet Type - Marker: Bullet Type - Permanent - Red -	12.00		
	2	set	Marker: Fluorescent - Marker: Fluorescent - 3 colors per set -	53.90		
	136	piece	Marker: Whiteboard - Marker: Whiteboard - Black Tip: felt, bullet type, Brand shall be engraved/embossed/printed on the item, Structure: The barrel and the cap shall fit snugly or firmly to the barrel and of such structure that will easily cap and uncap. -	14.00		
	66	piece	Marker: Whiteboard - Marker: Whiteboard - Blue Tip: felt, bullet type, Brand shall be engraved/embossed/printed on the item, Structure: The barrel and the cap shall fit snugly or firmly to the barrel and of such structure that will easily cap and uncap. -	14.00		
	66	piece	Marker: Whiteboard - Marker: Whiteboard - Red Tip: felt, bullet type, Brand shall be engraved/embossed/printed on the item, Structure: The barrel and the cap shall fit snugly or firmly to the barrel and of such structure that will easily cap and uncap. -	14.00		
	50	pad	Notepad - Notepad - 2x3, stick on, 50mm x 76mm One hundred (100) sheets per pad -	18.00		
	170	box	Paper Clip - Paper Clip - 33MM, 100 pieces per box or 52 grams (min) (net of box) -	8.00		

ITEM NO.	QTY	UNIT	DESCRIPTIONS	TOTAL ABC	BID PRICE /UNIT	TOTAL BID PRICE
	170	box	Paper Clip - Paper Clip - 50MM, 100 pieces per box or 120 grams (min.) (net of box) -	22.00		
	408	piece	Pen - Pen - Ballpoint, black -	8.00		
	308	piece	Pen - Pen - Ballpoint, blue -	8.00		
	208	piece	Pen - Pen - Ballpoint, red -	8.00		
	80	box	Pencil - Pencil - Lead, 1 dozen per box, w/eraser -	30.00		
	20	piece	Pencil Sharpener - Pencil Sharpener - Manual; Table Mountable type; with metal clamp; single cutter-head; one hole guide, 9-10mm in a diameter; Construction/ Casing shall be metal; all main parts shall be made of metal particularly the cutting mechanism: cutter, Pinion Gear, Internal Gear, Handle -	207.00		
	25	pack	Photo paper - Photo paper - Single-sided white, matte finish, A4, 146 gsm -	68.00		
	210	book	Record Book - Record Book - 300 pages, size: 214mm x 278mm min -	130.00		
	12	box	Rubber Band - Rubber Band - 70mm min lay flat length (#18), 350gms min. net weight -	145.00		
	6	box	Rubber Band - Rubber Band - thickness (#16), 50grams/box -	33.00		
	25	pad	Ruled Pad - Ruled Pad - Pad Paper, Long, Yellow, 90 sheets per pad -	30.00		
	300	piece	Sign Pen: Black - Sign Pen: Black - Liquid ink, 0.5mm needle tip, with needle clip writing length: one (1) km (min) -	46.00		
	200	piece	Sign Pen: Blue - Sign Pen: Blue - Liquid ink, 0.5mm needle tip, with needle clip writing length: one (1) km (min) -	39.00		
	80	piece	Sign Pen: Red - Sign Pen: Red - Liquid ink, 0.5mm needle tip, with needle clip writing length: one (1) km (min) -	37.00		
	6	piece	Stamp - Stamp - rubber, 2 lines -	368.00		
	4	piece	Stamp - Stamp - rubber, 4 lines -	610.00		
	40	piece	Staple Remover - Staple Remover - claw type, steel jaws, extra wide finger grips -	39.00		
	170	box	Staple Wire - Staple Wire - #35 standard, 5000 pcs -	27.00		
	20	piece	Stapler - Stapler - Standard type, load cap: 200 staples min, 1 piece in individual box -	450.00		
	30	piece	Tape Dispenser - Tape Dispenser - Table Top, heavy duty, for 24mm width adhesive tape; body made of plastic, smooth finish, non-skid full rubber base -	68.00		
	250	roll	Tape: Masking - Tape: Masking - Masking, 24mmx50m - 1" -	19.00		

ITEM NO.	QTY	UNIT	DESCRIPTIONS	TOTAL ABC	BID PRICE /UNIT	TOTAL BID PRICE
	330	roll	Tape: Transparent - Tape: Transparent - 24mm x 50m / 1" -	16.00		

PURPOSE: for the procurement of assorted office supplies for BCPO for the 2nd semester

- 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