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 :	**PR # 16**
Shopping Solicitation No :	**S 238**
Date :	**October 27, 2017**
Obr # :	**4411-2017-9-397**

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 qoutations 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**		
	130	pcs	Ballpen, balck, 0.5			
	130	pcs	Steno notebook, 40 leaves			
ac						

THIS IS TO CERTIFY THAT THIS RFQ WAS
POSTED AT THE: ✓ PHILGEPS WEBSITE
✓ BAGUIO CITY GOVERNMENT WEBSITE
THREE (3) CONSECUTIVE GRADES
REFERENCE #:
POSTED ON: 11/3/17
POSTING PERIOD: 11/3 - 11/6/17
CLOSING OF RFQ/BIDS: 11/6/17
POSTED BY:

PURPOSE: For kits during the Convention for Barangay Health Workers 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		TIN