

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 # 154/ 146  
S 240  
December 3, 2018

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	<b>Office Supplies</b>	<b>3,310.00</b>		
	90	pcs	Manila paper	360.00		
	35	pcs	White cartolina	350.00		
	35	pcs	Pink cartolina	350.00		
	35	pcs	Yellow cartolina	350.00		
	15	pcs	black permanent marker- broad	300.00		
	15	pcs	blue permanent marker- broad	300.00		
	34	pcs	ballpen, black	680.00		
	10	pcs	double sided tape, 1"	500.00		
	4	pack	special paper, white, 200gsm 8.5"x13"	260.00		

THIS IS TO CERTIFY THAT THIS RFB WAS  
 POSTED AT THE:  PHILGEPS WEBSITE  
 BAGUIO CITY GOVERNMENT WEBSITE  
 THREE (3) CONSPICUOUS SPACES

REFERENCE  
 POSTED ON: 12/5/18  
 POSTING PERIOD: 12/5 - 12/8/18  
 OPENING OF RFB/BIDS: 12/8/18  
 POSTED BY: [Signature]

**PURPOSE:** Technical assistance and facilitating skills for ALS Implementers on December 19-21, 2018 c/o DEPED  
 Workshop on ALS Curriculum for the Newly Hired ALS Mobile Teachers on November 27-29, 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

\_\_\_\_\_  
 TIN