

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 # 22  
 S 49  
 April 20, 2018  
 31

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

**ATTY. AUGUSTIN P. LABAN III**  
 City Human Resource Management Officer  
 BAC Designated Chairperson

ITEM NO.	QTY	UNIT	DESCRIPTION	TOTAL ABC	BID PRICE PER UNIT	TOTAL BID PRICE
1	1	lot	Office Supplies	8,086.97		
	1	pc	Cork Board, Aluminum Frame, 24 x 24 inches	683.58		
	2	pcs	Cutter, Cutter Knife	43.48		
	2	roll	Double Sided tape, Padded type, 24mm x 5m roll (2.5cm holds 120gr)	164.08		
	5	roll	Double Sided tape, tissue type, clear color,	160.85		
	1	box	Envelope, Documentary, for legal size document, 500 pieces per box	558.14		
	2	pcs	Eraser, Felt, for Blackboard or Whiteboard	24.44		
	5	pcs	Eraser, rubber	35		
	1	box	Fastener, vinyl plastic coated, 50sets/box	67		
	1	pc	Flash Drive, 16 GB capacity, 1 piece in individual blister pack	276.85		
	20	pcs	Folder, expanding, green, legal size	221.80		
	1	pc	Glue Gun, heavy duty, Accepts 7/16" glue sticks low end	135.00		
	30	pcs	Glue Stick, frosty clear, 5/8" diameter, 10" length, 53 PK	429.90		
	3	set	Marker, Fluorescent, 3 colors per set	117.33		
	9	pcs	Marker, Permanent, bullet type, black	95.58		
	7	pcs	Marker, Permanent, chisel type, blue	280.00		
	6	pcs	Marker, Permanent, chisel type, red	240.00		
	9	pcs	Marker, Whiteboard, black	101.79		
	2	ream	Multicopy Paper, 0gsm, size: 216mm x 330mm (Legal)	264.04		
	3	pcs	Notebook, Stenographer, spiral, 40 leaves	39.72		
	6	pad	Notepad, 3X3, Stick-on, 100 sheets per pad	281.28		
	2	ream	Paper, mimeo, A4, 70gsm	224		
	2	box	Paper clip, 33mm, 100pcs per box	16		
	2	box	Paper clip 50MM, 100 pieces per box or 120 grams (min.) (net of box)	29.7		
	1	pack	Paper Sticker, Glossy, Legal (8.5x13") 80gsm	60		
	40	pcs	Pen, ballpoint, black	527.6		
	40	pcs	Pen, ballpoint, blue	416.8		
	20	pcs	Pen, ballpoint, red	208.40		
	2	set	Pencil, Technical, (HB) Art, NR 100HB	57.70		
	1	pc	Puncher, paper, heavy duty, with two hole guide, 1 piece in individual box	125.71		
	8	book	Record Book, 300 pages, size: 214mm x 278mm min	530.80		
	8	book	Record Book, 500 pages, size: 214mm x 278mm min	764.32		
	3	box	Staple Wire, (26/6) standard, 5000pcs	56.76		
	2	pcs	Stapler, Standard type, load cap: 200 staples min, 1 piece in individual box	180.76		
	1	roll	Tape, Masking, 48mm x 50m	110.00		
	4	rolls	Tape, Masking, 24mm x 50m	232.00		
	2	rolls	Tape, Packaging, 48mm x 50m	66.56		
	4	rolls	Tape, Transparent, 24mm x 50m	120.00		
	4	rolls	Tape, Transparent, 48mm x 50m	140.00		

PURPOSE: Proposed supply for Baguio Command Center for CY 2018 c/o CBO

- 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 \_\_\_\_\_

THIS IS TO CERTIFY THAT THIS RFD WAS  
 POSTED AT THE \_\_\_\_\_  
 BAGUIO CITY GOVERNMENT WEBSITE  
 THREE (3) WORKING DAYS BEFORE

REFERENCE  
 DATE UN  
 4/30/18  
 4/30-5/3/18  
 PERIOD  
 5/3/18  
 DATED BY: