

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 # 2020-083  
 Shopping Solicitation No : SHOPPING 63  
 Date : August 13, 2020  
 Obr # : TF

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	OFFICE SUPPLIES	133,690.00		
	946	pieces	Ballpen, Black	15.00		
	8	cart	Ink Cartridge,Epson 003, Black	330.00		
	4	cart	Ink Cartridge,Epson 003, Cyan	365.00		
	4	cart	Ink Cartridge,Epson 003, Magenta	365.00		
	4	cart	Ink Cartridge,Epson 003, Yellow	365.00		
	36	cart	Ink Cartridge,Epson 664,Black	345.00		
	18	cart	Ink Cartridge,Epson 664,Cyan	380.00		
	18	cart	Ink Cartridge,Epson 664,Magenta	380.00		
	18	cart	Ink Cartridge,Epson 664,Yellow	380.00		
	32	cart	Ink Cartridge HP 680 Black	450.00		
	16	cart	Ink Cartridge HP 680 Tricolor	490.00		
	100	ream	Multicopy Paper preferably 80 gsm A4	171.00		
	200	ream	Multicopy paper preferably 80 gsm long	201.00		
			Charge to Trust Fund:AOP Fixed Tranche 2020			

*mj*  
**PURPOSE:** For use at triage and isolation facilities 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.**
  - 6) Unit prices must not exceed indicated line item price.

\_\_\_\_\_  
 Name of Establishment

\_\_\_\_\_  
 Philgeps Registry No.

\_\_\_\_\_  
 Printed Name and Signature of Bidder

\_\_\_\_\_  
 Address & Contact Number

\_\_\_\_\_  
 TIN