

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 # 13/ 35
S 64
June 26, 2018
101-1011-18-3-193/ 101-1011-18-4-244

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	91,659.59		
	117	Bottle	Ink - T6641, Black for Epson	33,930.00		
	87	Bottle	Ink - T6642, Cyan, for Epson	25,230.00		
	12	Bottle	Ink - T6644, Yellow, for Epson	3,480.00		
	16	pack	Battery - dry cell, AA, 2 pieces per blister pack	343.20		
	10	piece	Compact Disc - Rewritable, 700MB minimum capacity, 4x - 10x minimum speed, 80 minutes recording time	220.00		
	23	book	Record Book - 500 pages, size: 214mm x 278mm min	2,197.42		
	2	box	Envelope - Expanding, Kraft board, for legal size doc, 100 pieces per box	1,367.76		
	5	piece	Envelope - Expanding, plastic	151.85		
	2	box	Envelope - Mailing, 500 pieces per box	700.00		
	3	piece	Puncher - paper, heavy duty, with two hole guide, 1 piece in individual box	377.13		
	5	pair	Scissors - symmetric, blade length: 65mm, 1 piece 1 piece in individual plastic	75.50		
	8	piece	Tape Dispenser - Table Top	436.40		
	2	box	Carbon Film - PE, size 216mm x 330mm, 100 sheets per box	420.00		
	1	tube	Cutter Blade - 10 pieces per tube	10.81		
	4	box	Folder - Pressboard, size:240mm x 370mm (-5mm), 100 pieces per box	3,285.56		
	1	pack	Folder - Tagboard, for A4 size documents, 100 pieces per pack	197.21		

PURPOSE: 1st and 2nd quarter supply c/o CMO

- 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

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	7	pad	Pad paper - Ruled	133.56		
	1	pack	Cartolina - Assorted colors, 20 pieces per pack	70.93		
	43	piece	Pen Sign - Black, liquid/gel ink, 0.5mm needle tip	1,720.00		
	3	piece	Stamping Machine - Dating and Stamping machine	1,500.00		
	14	piece	Stapler - Standard type, load cap: 200 staples min, 1 piece in individual box	1,265.32		
	17	box	Paper Clip - 33mm, 100 pcs per box	136.00		
	2	box	Paper Clip - 50MM, 100 pieces per box or 120 grams (min.) net of box)	29.70		
	3	cartridge	Ink Cart - HP CC640WA, (HP60), Black	2,110.68		
	5	cartridge	Ink Cart - HP C9352AA (HP21), Black	3,575.00		
	4	cartridge	Ink Cart - HP C9352AA (HP22), Tri-color	3,308.44		
	4	cartridge	Ink Cart - HP CC643WA, (HP60), Tri-color	3,317.60		
	26	box	Staple Wire - 23/13, Heavy Duty	790.92		
	1	jar	Glue - All purpose, 200g minimum	48.60		
	20	piece	Eraser - Rubber	140.00		
	17	roll	Tape - Transparent, 24mm x 50m	510.00		
	10	roll	Tape - Masking, 24mm x 50	580.00		
1	1	lot	Janitorial Supplies	4,308.24		
	20	box	Toilet deodorizer - cake block, deodorizer / moth proofer, 50gms	537.60		
	2	bar	Soap - min 392g net mass, four (4) pcs/bar	34.64		
	35	Bottle	Soap - for toilet bowl and urinal, 900mL	1,456.00		
	10	roll	Trash Bag - plastic, gusseted type, transparent, 10 pcs per roll/pack	1,538.70		
	5	bundle	Rags - All cotton, 32 pieces per kilo per bundle	273.30		
	20	can	Cleanser - Scouring powder, 350g min./can	468.00		

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