

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, 2016
Standard Form Title: Request For Quotation

Reference No: 6604
Solicitation No: 69 Shopping
Date: August 6, 2019
OBR #

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 quotation found not in order.

Thank you very much.

NOTE:

ATTY. LETICIA O. CLEMENTE

BAC Chairperson and City Budget Officer

"PLEASE SEAL YOUR BIDS"

ITEM NO.	QTY	UNIT	DESCRIPTIONS	TOTAL ABC	BID PRICE /UNIT	TOTAL BID PRICE
1	1	LOT	Office Supplies (2) c/o VARIOUS	125,869.48		
	4	piece	Data Folder - made of chipboard, taglia lock -			
	5	unit	Data Storage - 16GB, USB 3.0, plug and play -			
	2	box	Envelope - Documentary, for A4 size document, 500 pieces per box -			
	2	box	Envelope - Documentary, for legal size document, 500 pieces per box -			
	9	piece	Eraser - Felt, for Blackboard or Whiteboard -			
	5	piece	Eraser - plastic or rubber, rectangular, for pencil -			
	4	box	Fastener - metal, for paper, metal, non sharp edges, 50 sets/box -			
	4	set	File Tab Divider - Legal, 5 colors per set -			
	2	box	Folder - Pressboard, size: 240mm x 370mm (-5mm), 100 pieces per box -			
	18	piece	Notebook - Stenographer, spiral, 40 leaves -			
	5	pad	Notepad - 3x4, stick on, 75x100mm, 100sheets/cube -			
	5	ream	Paper - mimeograph, whitewove, legal size -			
	44	ream	Paper - Multicopy, 80gsm, size: 210mm x 297mm (A4) -			

ITEM NO.	QTY	UNIT	DESCRIPTIONS	TOTAL ABC	BID PRICE /UNIT	TOTAL BID PRICE
301	ream	Paper - Multicopy, 80gsm, size: 216mm x 330mm (Legal) -				
40	ream	Paper Bond - premium grade, A4, 500sheets/ream -				
40	ream	Paper Bond - premium grade, legal, 500sheets/ream -				
85	piece	Pen - Ballpoint, black -				
85	piece	Pen - Ballpoint, blue -				
10	book	Record Book - 300 pages, size: 214mm x 278mm min -				
10	piece	Ruler - stainless steel ruler (hardened) 12 inches -				
7	pair	Scissors - symmetrical, overall length: 158mm, cutting blade length: 65mm, 1 piece in individual plastic -				
20	piece	Sign Pen - 0.5mm, V5 Hi-Tecpoint, blue -				
8	box	Staple Wire - #35 standard, 5000 pcs -				
1	unit	Stapler - Binder type, high capacity/volume; Compatible with the following staple sizes: 13mm and 17mm; Material: BodyL metal, Base-grip: Non-Skid Durable Material; Load Capacity: 100 staples (min) -				
120	piece	Tape - Correction, 1 piece in individual plastic -				
50	roll	Tape - Transparent, 24mm x 50m -				
1000	roll	Thermal Paper - Width: 57mm, Diameter: 50mm, Basis Wt.: 55gsm -				

PURPOSE: 2nd Quarter Supplies

NOTED:

- 1) Delivery Period within 15 calendar days
- 2) price Validity shall be for a period of _____ calendar days
- 3) Warranty (for equipments) _____ Minimum of 1 year
- 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 and Contact Number

TIN