

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 # 071
Shopping 82
April 17, 2017
94

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 \_\_\_\_\_, 2010 \_\_\_\_\_ 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	Bid Price
1	56	pcs	Correction Tape	1,960.00		
2	18	pcs	Data File box	3,150.00		
3	1000	pcs	Brown Folder Legal size	3,750.00		
4	36	pcs	Marking pen permanent-black	900.00		
5	34	booklets	Notepad 3" x 3"	1,190.00		
6	50	rolls	Tape double sided 1/2 inch x 8m long	3,000.00		
9	80	reams	Pepr mimeo legal 70gsm	10,400.00		
10	50	reams	Paper mimeo A4 70gsm	6,000.00		
11	50	box	Paper fastener - plastic	2,500.00		
12	12	pcs	Stapler heavy duty	1,620.00		
13	22	pcs	Heavy duty cutter	990.00		
14	25	pcs	USB 16 GB	12,500.00		
15	50	pcs	Signpen black	2,500.00		
16	50	pcs	Binder clip size 1" color blue	500.00		
17	15	pcs	Tape dispenser heavy duty for 1" scotch tape	1,350.00		
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**PURPOSE:** For Baguio City Police Office Use  
 C/O BCPO

- NOTE:**
- 1) Delivery Period within \_\_\_\_\_ calendar days
  - 2) Price Validity shall be for a period of \_\_\_\_\_ calendar days
  - 3.) Warranty a.) For Equipment \_\_\_\_\_ ( minimum of 1 year )  
 b.) For Repairs \_\_\_\_\_ ( Minimum of 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 Registration No.	Printed Name and Signature of Bidder
Address & Contact Number		TIN