

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 # 2017 - 26**  
**S 98G**  
**July 10, 2017**  
**101-1091-17-04-85**

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
3	961	pc	Ballpen, Black	19,220.00		
4	200	roll	Adding Machine Tape, 57mm	1,540.00		
5	11	pc	Data Storage, USB, 32 GB	11,330.00		
6	100	pc	Fingertip Moistener	5,000.00		
7	38	pc	Staple Remover, Twin-jaw	735.30		
8	41	roll	Packaging Tape 2"	1,364.48		
10	41	box	Staple Wire, standard	775.72		
12	4	roll	Twine, plastic	300.00		
13	84	pc	Tape, correction 5mm x 6m (min.)	2,940.00		
14	20	jar	Glue 200g min.	956.40		
15	40	pc	Board, legal (8.5" x 13"), thin hard plastic, clipboard	2,400.00		
20	6	cartridge	Ink - Canon CL-831, colored compatible for iP1880	7,200.00		
21	10	cartridge	Ink - Canon PG-830, black, compatible for iP1880	9,000.00		
22	40	bottle	Ink - EPSON T6641, black	14,000.00		
23	10	bottle	Ink - EPSON T6642, cyan	3,500.00		
24	10	bottle	Ink - EPSON T6644, yellow	3,500.00		
25	10	bottle	Ink - EPSON T6643, magenta	3,500.00		
26	50	ribbon	EPSON SO15632(C13SO15632), black, LX310	7,500.00		
27	10	ribbon	EPSON-LQ-680/680C	8,500.00		
28	20	pack	Carbon Paper-Legal (8.5" x 13"), 80 gsm	4,356.00		
<i>cherie</i>						

**PURPOSE:** office supplies for the second quarter 2017 c/o CTO

- 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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29	20	jar	Paste-200gms. w/ water well and plastic applicator	732.00		
30	7	cartridge	EPSON SO15531(SO15086) black (ribbon for LQ - 2190)	8,960.00		
31	10	pc	Calculator 12 digit display, dual powered, desktop	4,500.00		
32	30	pc	Stapler heavy duty standard	3,270.00		
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