

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: 18961

Solicitation No: 1249 Small
Value Procurement

Date: August 4, 2020

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:

"PLEASE SEAL YOUR BIDS"



ATTY. LETICIA O. CLEMENTE

BAC Chairperson and City Budget Officer

ITEM NO.	QTY	UNIT	DESCRIPTIONS	TOTAL ABC	BID PRICE /UNIT	TOTAL BID PRICE
1	1	LOT	Layout and Printing-Newsletter c/o CMO	70,000.00		
	1	lot	LUMP/LOT - LUMP/LOT - Lay-out services 1. Should have background/ experience in journalism, magazine conceptualization, writing, lay-outing and production. 2. Gathers and select materials from submitted news articles for the semester. 3. Knows how to edit and write editorials. 4. Can assign colors, artides, photos from page to page. 5. Lay-out the material within a month.	10000.00		
	2000	Copies	LUMP/LOT - LUMP/LOT - Newsletter printing SPECIFICATIONS: SIZE: 9 x 12 inches PAPER: glossy and colored PAGES: 24 pages	30.00		

Please submit and accomplish the attached Omnibus Sworn Statement together with this form

PURPOSE:

NOTED:

- 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
- 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 and Contact Number

TIN

1/1