

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: 1887  
 Solicitation No: 1352 Small  
 Value Procurement  
 Date: October 19, 2018  
 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. **ATTY. AUGUSTIN P. LABAN III**  
 BAC#VICE CHAIRPERSON

**NOTE:**

**"PLEASE SEAL YOUR BIDS"**

**ATTY. LETICIA O. CLEMENTE**

BAC Chairperson and City Budget Officer

ITEM NO.	QTY	UNIT	DESCRIPTIONS	TOTAL ABC	BID PRICE PER UNIT	TOTAL BID PRICE
1	1	LOT	Mophead c/o CEO	1,925.00		
	11	piece	Mophead - Mophead mop head- made of rayon, weight: 400 grams min replacement of mophead for Magic mop -			

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

PURPOSE: For Janitorial/Office used

- 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.

Name of Establishment

Philgeps Registry No.

Printed Name and Signature of Bidder

Address and Contact Number

TIN

TO CERTIFY THAT THIS RFB WAS  
 NOTED AT THE: PHILGEPS WER  
BAGUIO CITY GOVERNMENT  
THREE (3) CONSOLIDATED

REFERENCE  
 DATED ON 10/23/18  
 BIDDING PERIOD: 10/23 - 10/26/18  
 DATE OF RFB/BIDS: 10/26