

Republic of the Philippines  
**BIDS AND REWARDS COMMITTEE**  
 (Goods and Services)  
 City Government of Baguio  
 Baguio City

Standard Form No.: SF - GOODS-60  
 Revived on: September 5, 2016  
 Standard Form Title: Request For Quotation

Reference No: 798  
 Solicitation No: 504-518  
 Date: April 27, 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 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	DESCRIPTIONS	TOTAL ABC	BID PRICE PER UNIT	TOTAL BID PRICE
1	1	LOT	Shredder c/o City Legal	6,000.00		
	1	unit	Shredder - Shreds credit cards, CD's and floppy disc Cutting style: cross cut Shred capacity: 24 sheets (80gsm paper/ 1pc CD or credit card Shred size: 3 X 25mm (paper, 8mm (FD, CD or credit card) Bin capacity: 5 liters (CD)/ 30 liters (paper) -			

PURPOSE: Supplies for City Legal Office use for the year 2018

- 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

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THIS IS TO CERTIFY THAT THIS RFQ WAS  
 POSTED AT THE \_\_\_\_\_ BIDS WEBSITE  
 BAGUIO CITY GOVERNMENT WEBSITE  
 THREE (3) CONTINUOUS SPACES

REFERENCE TO:  
 NOTE ON \_\_\_\_\_  
 PERIOD: 5/7/18 - 5/10/18  
 OPENING OF RFQ/BIDS: 5/10/18  
 POSTED BY: 