

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 # 9998-17-3-017
SVP 603
June 16, 2017
101-9998-17-4-32

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
1	1	unit	Photocopier Technical Specification: Fullt automated digital monochrome copier/ Network Printer/ Network Color Scanner Copy/ Print Speed:23 pages per minute. Automatic Duplex Document Feeder: 110 sheets capacity. Automated 2-sided (Back to back) and automatic sorter/ electronic collation. Continuous Copy: up to 999 sheets and maximum paper size: 11 " x 17" A3 size. Standard Memory: 512 MB. Casette Tray 1=250 sheets, Tray 2= 500 sheets and bypass Tray= 100 sheets Output paper weight from 60 to 216 gsm Interface: standard USB 2.0; Ethernet (100 Base-TX/Base-T)Network Other Features: R/E from 25% -400% (reset & 1% increment), ID card copy & multiple-up Metal consumables cabinet stand Service center office in Baguio City for quick service response one (1) year warranty, lifetime free service with preventive maintenance.	78,000.00		
<i>cherie</i>						

PURPOSE: Use for CDRRMO-Operation Center c/o CADMO.

- 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	