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 : **PR # 139**
Shopping Solicitation No : **SVP 776**
Date : **June 29, 2018**
Obr # : **101-1181-18-06-02 cont**

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 qoutations 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**	65,000.00		
			Specifications: fully automated digital monochrome copier/network printer/scanner/copy/print speed: 25 pages/minute automatic duplex document feeder: 110 sheets capacity automatic 2 sided (back to back) automatic sorter/electronic collation continous copy up to 999 sheets maximum paper size: 11"x17" standard memory: 512mb paper tray capacity: cassette tray (250 sheets) bypass tray (100 sheets) output paper weight: from 60 to 216 gsm with 1 year warranty with local service center for service support			
ac			***Please submit and accomplish the attached Omnibus Sworn Statement together with this form****			

PURPOSE: For BCPO use.

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