

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 # 1011B-17-07-121**  
**SVP 842**  
**July 28, 2017**  
**101-1011B-17-07-188**

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.	pax	UNIT	DESCRIPTION	TOTAL ABC	BID PRICE PER UNIT	TOTAL BID PRICE
1	1	unit	<b>Digital Duplicator</b>  130 pages per minute print speed 300 x 600 dpi print resolution 1,300 sheets paper feeding capacity 1,300 sheets paper stacking capacity 45 to 210 grams paper weights 21 seconds master making time 3 rubber feed rollers Flat bed scanning method +/-15 mm horizontal registration adjustments +/-15 mm vertical registration Adjustments 11.69" x 16.53" maximum print paper size 3.93" x 5.82" minimum print paper size 9.84" x 13.97" maximum printing area 50 % to 200% reduction /enlargements Spot color printing thru drum interchange  <i>Free: RD Manual Paper Cutter</i> <i>Paper Specification: A3/B4/A4</i> Cut Capability: Approximately : 300 sheets (70g/m2) Packing: 1-6/6/8 Dimension: 535 mm x 380 mm x 130 mm Weight: 2.33 Kg	<b>248,000.00</b>		
<i>cherie</i>						

Purpose: Reproduction of Training and Communications etc. c/o CHRMO.

- 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