

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 # 7611-17-01-01
RS 175
January 2, 2017
101-7611-17-1-8

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	LOT	OFFICE SUPPLIES	7,130.00		
10	2	box	Envelope, mailing, white, 500's/box			
12	10	packs	Index card 5" x 8" ruled both sides, 500/bx			
13	10	pcs	Index card box, 5-3/4 x 8-7/8			
14	90	sleeves	Manila Paper, 10sheets/sleeve			
24	10	roll	Ribbon, nylon, manual typewriter			
27	5	roll	Wrapping papers, kraft, 65gsm, approx. 40m			
29	10	pcs	Waste basket, plastic			

THIS IS TO CERTIFY THAT THIS RFB WAS
 POSTED AT THE: _____ PHIL REPS WEBSITE
 ✓ BAGUIO CITY GOVERNMENT WEBSITE
 ✓ THREE (3) COMMERCIAL BUS STOPS

REFERENCE : _____
 POSTED ON: 8/30/17
 POSTING PERIOD: 8/30-9/2/17
 OPENING OF RFB/BIDS: 9/2/17
 POSTED BY: _____

PURPOSE: Office supplies for the first semester 2017

- 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