

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 # 2017-84  
 S 181  
 September 7, 2017  
 101-1091-17-07-171

Sir/Madam:  
 Please quote your price of items 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 items 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	<b>Office Supplies</b>	70,815.72		
16	20	ribbon	Ribbon Cartridge Epson S015531/15086			
18	41	box	Staple Wire, standard			
24	200	roll	Adding Machine Tape			
27	50	ribbon	Ribbon, RN-N992PE, Epson ERC 32			
29	4	drum	Drum Cartridge for C2255 color printer			
ac						

**PURPOSE:** office supplies for the third quarter c/o CTO

- 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 \_\_\_\_\_ page 1 of 1 \_\_\_\_\_ TIN \_\_\_\_\_