

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 # 32           |
| SVP 228           |
| March 6, 2018     |
| 101-7611-18-2-290 |


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 |
|-----------|--|------------|---|------------------|--------------------|-----------------|
| <b>1</b>  | <b>1</b>   | <b>lot</b> | <b>Printing Service</b>   | <b>75,000.00</b> |                    |                 |
|           | 5000   | pcs        | Printing of ECCD Checklist:<br>*24 pages- back to back<br>*Cover page- board paper, colored<br><br>**please see attached sample**<br><br>NOTE: Winning bidder to coordinate with the end-user on the sample |                  |                    |                 |
| <i>ac</i> | <b>**Please submit and accomplish the attached Omnibus Sworn Statement together with this form**</b> |            |   |                  |                    |                 |

**PURPOSE:** For the implementation of Early Childhood Care and Development in the 110 Child Development Centers of Baguio City for the School Year 2018-2019 c/o OCSWDO

- 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                                  |