



UNIVERSITY OF THE PHILIPPINES BAGUIO
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Request for Quotation
PROCUREMENT PROJECT: Printing of Books for PABIDACO Project
PR No. 13964 & 13966
Approved Budget for the Contract: Php 506,000.00

Date: February 01, 2021
 RFQ No.: 2021-02-002
 MOP: Small Value Procurement

INSTRUCTIONS:

1. Accomplish this RFQ correctly and properly. All entries must be typewritten and/ or legibly handwritten.
2. Bidder should attach a copy of the latest Mayor's/ Business Permit, PhilGEPS Registration Number, Omnibus Sworn Statement (for ABCs above Php 50,000.00).
3. Submit your quotation at SUPPLY AND PROPERTY MANAGEMENT OFFICE (SPMO), UNIVERSITY OF THE PHILIPPINES BAGUIO, GOVERNOR PACK ROAD, BAGUIO CITY or you could email your quotation to spmo.upbaguio@up.edu.ph NOT LATER THAN 12:00 NN ON 5 FEBRUARY 2021.
4. Failure to follow these instructions will disqualify your entire quotation.

Please quote at your lowest government price (including VAT) on the item/s listed below, and state the time of which you can make delivery. The statement below shall be the basis for the evaluation and calculation of your quotation.

IRENE J. ENRIQUEZ
 Chief, SPMO

ITEM NO.	GENERAL DESCRIPTION	Compliance with technical specifications (Pls. check)		UOM	QTY	UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE
		YES	NO						
	PROCUREMENT PROJECT: Printing of Books for PABIDACO Project								
1	Printing of Manumanuk di'Vatan (Birds of Batanes) Coffee table Book Size: 12 x 12 in. (folded size) No. of pages: 4-page cover + 130 inside pages Color theme: Burgundy Cover: Stock: Cover: Matt Laminate HARD COVER Color: Full colors Others: > Red end/paste down pages for front and back inside > Very small difference (0.125in or less) between sizes of cover and inside pages Inside: Stock: C2S 120 or 140 gsm Color: Full colors Process: Laser printing Binding: Smythesewn Perfect Quantity: 75 copies Others: Lay-out ready (Adobe InDesign file) Two (2) free print-outs/proofs to be provided by Printing Press for approval and signature prior to mass printing. Proofs must be delivered within 2 days of file turnover. Print-out must use exact specs (paper, binding and cut) in the PR. Printing Press should be WITHIN BAGUIO CITY to expedite the process given the limited mobility due to pandemic. Including generation of bar code based on ISBN via bar code generation software Must include delivery charge <u>DELIVERY WITHIN 5-7 DAYS AFTER PRINT-OUT SIGN-OFF</u>			lot	1	₱ 306,000.00	₱ 306,000.00		
2	Printing of New Insights on Flowering Plants of Mt Pulag National Park Size: 4 x 6 in. (folded size) No. of pages: 4-page cover + 130 inside pages Color theme: Mossy Green Cover: Stock: Foldcote cal 12 Color: Full colors Others: with matt lamination			lot	1	₱ 200,000.00	₱ 200,000.00		

ITEM NO.	GENERAL DESCRIPTION	Compliance with technical specifications (Pls. check)		UOM	QTY	UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	
		YES	NO							
	Inside: Stock: C2S 100 gsm									
	Color: Full colors									
	Process: Laser printing									
	Binding: Smythesewn Perfect									
	Quantity: 75 copies									
	Others:									
	Lay-out ready (PDF file)									
	Two (2) free print-outs/proofs to be provided by Printing Press for approval and signature prior to mass printing. Proofs must be delivered within 2 days of file turnover.									
	Print-out must use exact specs (paper, binding and cut) in the PR.									
	Printing Press should be WITHIN BAGUIO CITY to expedite the process given the limited mobility due to pandemic.									
	Including generation of bar code based on ISBN via bar code generation software									
	Must include delivery charge									
	<u>DELIVERY WITHIN 5-7 DAYS AFTER PRINT-OUT SIGN-OFF</u>									
	<u>Publication Timeline:</u>									
	<u>Feb 13 - to printing press for first mock print</u>									
	<u>Feb 14 - return to authors and layout artist</u>									
	<u>Feb 15-16 - checking/review of submitted mock copy from the press</u>									
	<u>Feb 17 - submit edited copy and check on second mock print at the printing press to have the books ready for final printing</u>									
	<u>Feb 17-21 - final printing</u>									
	<u>Feb 22 - delivery of books</u>									
	Suppliers to indicate the following details to their bid:									
	Price Validity:									
	Payment Term: <u>in cheque form not later than 28 February 2021</u>									
TOTAL:							P 506,000.00			
TOTAL QUOTED AMOUNT IN WORDS:										

After having carefully read and accepted your General Conditions, I/We quote you on the Item at prices noted above.

Name of the Company: _____ Tel. No. : _____
Address: _____ Fax No. : _____
Name of Representative: _____ Email Address: _____
Position: _____
Signature: _____ Date: _____