



UNIVERSITY OF THE PHILIPPINES

BAGUIO

Governor Pack Road, Baguio City, Benguet, CAR
VAT Reg. TIN: 000-864-006-00007

REQUEST FOR QUOTATION
University Library

Date: December 17, 2022
RFQ No.: 2022.12.033 PR No. : 17976, 17977
MOP: NP - Small Value Procurement

Please quote your lowest price, government price (including VAT), on the item/s listed below, subject to the General Conditions below and stating the shortest time of delivery and submit your Quotation duly signed by your representative not later than 8:00 am, 20 December 2022 in the return envelope attached herewith.

Note:

- 1. Accomplish this RFQ correctly and properly. All entries must be typewritten and/ or legibly handwritten.
2. Delivery for a minimum period of 15 calendar day/s.
3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for equipment, from the date of acceptance by the procuring entity.
4. Price validity shall be for a period of 90 calendar days.
5. Bidder should attach a copy of the latest Mayor's/ Business Permit, PhilGEPS Registration Number, Income/ Business Tax Return (for ABCs above Php 500,000.00), Notarized Omnibus Sworn Statement (for ABCs above Php 50,000.00).
6. Submit your quotation at SUPPLY AND PROPERTY MANAGEMENT OFFICE, UNIVERSITY OF THE PHILIPPINES BAGUIO, GOVERNOR PACK ROAD, BAGUIO CITY or you could email your quotation to bdlumague@up.edu.ph, cc: spmo.upbaguio@up.edu.ph.
7. Bidders shall submit original brochures showing certifications of the product being offered, if applicable.
8. Bidders must indicate the BRAND and MODEL NUMBER offered when appropriate.
9. Failure to follow these instructions will disqualify your entire quotation.

Others:

Supply and Delivery of Journals for the University of the Philippines Baguio

Table with 9 columns: ITEM NO., GENERAL DESCRIPTION, UOM, QTY, Compliance with technical specifications (Pls. check) YES/NO, UNIT PRICE, TOTAL PRICE, QUOTED UNIT PRICE, TOTAL QUOTED PRICE. Includes a list of journals and a total price of P 269,520.00.

MARY ANNE R. RIVERA (sgd.)
Head, SPMO

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

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