UNIVERSITY OF THE PHILIPPINES BAGUIO
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Request for Quotation

PROCUREMENT PROJECT: Printing of MK CHED Museum Training Book Volume II

PR No. 14483
Approved Budget for the Contract: Php ₱ 282,500.00

Date:	**May 20, 2021**
RFQ No.:	**2063**
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 27 May 2021.**
4. Failure to follow these instructions will disqualify your entire quotation.
5. PAYMENT: within 30 days from completion and acceptance of delivery.

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.

RODOLFO S. SOTAT, JR.
Chief, SPMO

ITEM NO.	GENERAL DESCRIPTION	Compliance with technical specifications (Yes, check)		UOM	QTY	UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE
		YES	NO						
	PROCUREMENT PROJECT: Printing of MK CHED Museum Training Book Volume II								
1	Printing of MK CHED Museum Training Book Volume II			copy	500	₱ 565.00	₱ 282,500.00		
	Size: 8x10 inches								
	No of pages: 200 pages								
	Cover: Full color, matte, laminated with UV spot of title of the book and image on cover, soft bound								
	Inside: matte, paper, 100 GSM with provision for printing of multiple colored and black and white images								
	Binding: Smythe-sewn perfect print ready (InDesign File)								
	Suppliers to indicate the following details to their bid:								
	Delivery Period: within 30 calendar days								
	Price Validity:								
						TOTAL:	₱ 282,500.00		

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:** _____

Mdgl