



# UNIVERSITY OF THE PHILIPPINES BAGUIO

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

## REQUEST FOR QUOTATION UPB Office of the Chancellor

Date: NOV. 10 2021  
RFQ No.: 2303  
MOP: Small Value Procurement  
SOF: General Fund-01

Please quote your lowest price on the item/s listed below, subject to the General Conditions below, stating the shortest time of delivery and submit your Quotation duly signed by your representative not later than **(NOV. 15 2021)** in the return envelope attached herewith.

**Note:**

1. All entries must be typewritten or in print
2. Delivery for a minimum period of **30 calendar days**
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. **PhilGEPS Registration Certificate** shall be attached upon submission of the quotation (if applicable).
6. Bidders shall submit original brochures showing certifications of the product being offered.
7. Bidders must indicate the **BRAND and MODEL NUMBER** offered when appropriate.
8. Terms of payment **45 days** upon the acceptance delivery of the items.
9. **Business Permit / Mayor's Permit (yr)**
10. **Omnibus Sworn Statement (P50,000 & Above)** to be submitted before issuance of Purchase Order
11. **ITR / Business Tax Return / EPS Print out**
12. Management reserves the right to reject outright any contingent bids.

**Others:**

Supply and Delivery of Christmas Tokens for the Office of the Chancellor

GENERAL DESCRIPTION	QTY / UOM	Compliance with technical specifications (Pls. check)		UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	REMARKS
		YES	NO					
OC Tokens with the ff. contents: 1) Customized Face Mask made from UP Sablay cloth w/ embroidered "UP Baguio" label made from gold-colored thread, 100pcs; 2) Hand-woven Table Runner made from trident polyester thread, size 72"L, various color	1 lot			PHP 90,000.00	PHP 90,000.00			
<b>TOTAL</b>					<b>PHP 90,000.00</b>			
<b>TOTAL QUOTED AMOUNT IN WORDS:</b> Ninety Thousand pesos and Zero cents								

Please quote at your government price (including VAT) and state the time within which you can make delivery. It will be appreciated if we can have your quotation in the office as soon as possible on or before the deadline stated herein.

Canvassed By:

Lumague, Mr. Brian De Guzman

Tel no.: (074) 442-1482

Email: bdlumague@up.edu.ph

**RODOLFO T. SUYAT**

ADMINISTRATIVE OFFICER III

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: \_\_\_\_\_

Tokens from the Office of the Chancellor with the following contents:

1. **Customized Face Mask** made from UP *Sablay* cloth with embroidered "UP Baguio" label.

- embroidery in cursive style made from gold-colored thread
- 100 pieces: Medium size – 60 pcs;  
Large size 40 pcs

2. **Hand-woven Table Runner**

- made from trident polyester thread
- size 72"L;
- in various color:
  - Navy blue – 35 pcs
  - Blue green – 30 pcs
  - Orange – 10 pcs
  - Green stripes – 10 pcs

\* Each item must be wrapped or individually packed in a paper bag.