

UNIVERSITY OF THE PHILIPPINES BAGUIO
 Governor Pack Road, Baguio City, Benguet, CAR
 VAT Reg. TIN: 000-864-006-00007
 Telefax No.: (074) 442-3484
 email address: spmo.upbaguio@up.edu.ph

Request for Quotation
Graduate Program Office

Date: November 12, 2020
 RFQ No.: RFQ-20-11-005
 MOP: Small Value Procurement

Please quote your lowest price on the item/s listed below, subject to the General Conditions stated herein, starting the shortest time of delivery and submit your Quotation duly signed by your representative not later than **16 November 2020** in a sealed envelope or email to spmo.upbaguio@up.edu.ph.

- Note:**
- All entries must be typewritten and/ or legibly handwritten.
 - Delivery: **Freight on Board (FOB) UP Baguio**
 - Price validity shall be for a period of 90 calendar days.
 - Mayor's/ Business Permit, PhilGEPS Registration Number, Omnibus Sworn Statement (for ABCs above Php 50,000.00)** shall be attached upon submission of the quotation.
 - Payment Terms:** in cheque form payable to supplier 20 days after complete delivery of goods/ service.
 - Others: _____

Printing Services for the University of the Philippines Baguio

ITEM NO.	GENERAL DESCRIPTION	UOM	QTY	Compliance with technical specifications (Pls. check)		UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE
				YES	NO				
	Printing Services for the University of the Philippines Baguio								
1	Printing of the GPO Program Brochures - 6 program brochures, 100 pieces each - Spread 13" x 8.5"; Folded 4.3" by 8.5" - Matte 100 lbs - Full color for all pages (4/4 2-side print) - DIGITAL PRINTING ONLY - Binding: Tri-fold	lot	1			P 39,000.00	P 39,000.00		
2	Printing of the GPO Brochure Jacket - Spread: 13" x 9"; Folded: 6.5" x 9" - Pocket: 6.5" x 3.4" - C2S 180 lbs with matte lamination 2-side - Full color all pages (4/4 2-side) - DIGITAL PRINTING ONLY - Two-fold, pocket is attached	pcs	100			P 150.00	P 15,000.00		
	Suppliers to indicate the following details to their bid:								
	<i>Delivery Period:</i>								
	<i>Price Validity:</i>								
	<i>Payment Term:</i>								
	TOTAL:						P 54,000.00		
	TOTAL QUOTED AMOUNT IN WORDS:								

Please quote at your **government price (including VAT)** and state that 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 or on or before the deadline stated herein.

IRENE J. ENRIQUEZ
 Chief, SPMO

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 _____
 Position: _____ Address _____
 Signature: _____ Date: _____