



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

PROCUREMENT PROJECT: Supply and delivery of various office supplies for administrative offices

PR No. 14043

Approved Budget for the Contract: Php 89,110.00

Date: February 16, 2021
 RFQ No.: 1942
 MOP: Shopping (B)

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 8:00 AM ON 22 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: Supply and delivery of various office supplies for administrative offices									
1	AA Alkaline battery			pck	2	₱ 60.00	₱ 120.00		
2	AAA Alkaline battery			pck	2	₱ 75.00	₱ 150.00		
3	Bond paper, A4, 80gsm			rm	56	₱ 275.00	₱ 15,400.00		
4	Bond paper, long, 80gsm			rm	48	₱ 300.00	₱ 14,400.00		
5	CORRECTION TAPE, film base type, UL 6m min			pc	26	₱ 30.00	₱ 780.00		
6	FASTENER, METAL, 70mm between prongs			box	5	₱ 100.00	₱ 500.00		
7	FOLDER, TAGBOARD, for A4 size documents			pck	1	₱ 300.00	₱ 300.00		
8	FOLDER, TAGBOARD, for long size documents			pck	1	₱ 350.00	₱ 350.00		
9	HP Laser jet pro MSP M435 NW			pc	1	₱ 15,000.00	₱ 15,000.00		
10	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min			pc	65	₱ 20.00	₱ 1,300.00		
11	PAPER CLIP, vinyl/plastic coat, length: 50mm min			pck	10	₱ 25.00	₱ 250.00		
12	PUNCHER, paper, heavy duty, with two hole guide, HEAVY DUTY			pc	2	₱ 250.00	₱ 500.00		
13	Pen, Sign PEN, blue, 0.5 pt.			pc	60	₱ 50.00	₱ 3,000.00		
14	Pen, Sign PEN, green, 0.5 pt.			pc	24	₱ 50.00	₱ 1,200.00		
15	Pen, Sign PEN, violet, 0.5 pt.			pc	24	₱ 50.00	₱ 1,200.00		
16	SCISSORS, heavy duty, symmetrical, blade, big			pc	8	₱ 150.00	₱ 1,200.00		
17	STAPLER, BIG, HEAVY DUTY, staple wire size: No. 35			pc	3	₱ 300.00	₱ 900.00		
18	Self-inking customizable dater with "RECEIVED" and "UP Baguio BUDGET OFFICE"			pc	2	₱ 500.00	₱ 1,000.00		
19	Staple wire #35			box	4	₱ 40.00	₱ 160.00		
20	TAPE DISPENSER, TABLE TOP, for 24mm width tape, HEAVY DUTY			pc	1	₱ 150.00	₱ 150.00		
21	TAPE, TRANSPARENT, width: 24mm (±1mm) (1 inch)			pc	10	₱ 25.00	₱ 250.00		
22	TONER CART, HP CB435A, Black			pc	1	₱ 4,000.00	₱ 4,000.00		
23	USB Flash drive, 32GB			pc	60	₱ 450.00	₱ 27,000.00		
Suppliers to indicate the following details to their bid:									
Delivery Period:									
Price Validity:									
Payment Term:									
							TOTAL: ₱ 89,110.00		
TOTAL QUOTED AMOUNT IN WORDS:									

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		YES	NO						

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

Name of the Company: _____
 Address: _____
 Name of Representative: _____
 Position: _____
 Signature: _____

Tel. No. : _____
 Fax No. : _____
 Email Address: _____
 Date: _____