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: Printing of MK-CHED Museum Training Book Volume 1
PR No. 13829
Approved Budget for the Contract: Php 325,000.00

Date:	January 21, 2021					
RFQ No.:	1911					
MOP:	Small Value Procurement					

INSTRUCTIONS:

- ${\tt 1.}\ Accomplish\ this\ RFQ\ correcttly\ and\ properly.\ All\ entries\ must\ be\ typewritten\ and/\ or\ legibly\ handwritten.$
- 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 <u>SUPPLY AND PROPERTY MANAGEMENT OFFICE (SPMO)</u>, <u>UNIVERSITY OF THE PHILIPPINES BAGUIO</u>, <u>GOVERNOR PACK ROAD</u>, <u>BAGUIO CITY</u> or you could email your quotation to <u>spmo.upbaguio@up.edu.ph</u> NOT LATER THAN 12:00 NN ON 27 JANUARY 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 S ENRIQUEZ
Chief, SPMO

ITEM NO.	GENERAL DESCRIPTION	technical sp	nce with ecifications check)	UOM	QTY		UNIT	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE
25,36.6			YES NO				1000			
	PROCUREMENT PROJECT: Printing of MK-CHED Museum Training Book Volume 1									
1	Printing of MK-CHED Museum Training Book Volume 1			copy	500	P	650.00	P 325,000.00		
	Size: 8 x 10 inches									
	No. of pages: 300-350 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)									
	Printout to be provided by the printing press is for approval and signature prior to mass printing and must allow minor corrections and adjustments after proofreading.									
	Layout to be provided by end of February 2021									
	Suppliers to indicate the following details to their bid:									
	Delivery Period:									
	Price Validity:									
	Payment Term:					-			-	
							TOTAL:	P 325,000.00		
							TOTAL:	1 323,000.00		
тот	AL QUOTED AMOUNT IN WORDS:									
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After having carefully read and accepted your G	eneral Conditions, I/We quote you on the Item at prices noted above
ame of the Company:	Tel. No. :
ldress:	Fax No.:
me of Representative:	Email Address:
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gnature:	Date: