



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 Calendar 2022
PR No. 14933
Approved Budget for the Contract: P 51,000.00

Date: August 27, 2021
 RFQ No.: 2208
 MOP: NP - 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 2 September 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 T. Suyat, Jr.

 Chief, Supply & Property Management Office

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: Printing of MK Calendar 2022								
1	MK wall calendar 2022 Size: 17" x 8' inches, (spread size) No. of leaves: 28 pages including cover, 2-side printing Stock: Cover: C2S 180 lbs. with matte lamination Inside: Matte 100 lbs. Color: Full Color Process: CTP offset printing Binding: Folded, with eyelet on cover and saddle stitch Others: Lay-out ready			pcs	600	P 85.00	P 51,000.00		
	Suppliers to indicate the following details to their bid:								
	Delivery Term:								
	Price Validity:								
							TOTAL: P51,000.00		
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: _____
 Address: _____
 Name of Representative: _____
 Position: _____
 Signature: _____

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