



**UNIVERSITY OF THE PHILIPPINES
BAGUIO**

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

**REQUEST FOR QUOTATION
UPB Supply and Property Management Office**

Date: 03 September, 2019
RFQ No.: 1381
MOP: NP-SVP

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the last page, starting the shortest time of delivery and submit your Quotation duly signed by your representative not later than 11 September, 2019 @ 5:00 pm in the return Envelope attached herewith.

- Note:**
- All entries must be typewritten and/ or legibly handwritten.
 - Delivery period within **30 calendar day**
 - 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
 - Price validity shall be for a period of 90 calendar days
 - Mayor's/ Business Permit, PhilGEPS Registration Number, Omnibus Sworn Statement shall be attached upon of the quotation**
 - Bidders shall submit original brochures showing certifications of the product being offered.
 - Bidders must indicate the BRAND and MODEL NUMBER offered when appropriate.
 - Others: _____

SUPPLY AND DELIVERY OF VARIOUS ARCHIVAL SUPPLIES

ITEM NO.	CODE	GENERAL DESCRIPTION	UOM	QTY	UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE
1		Archival Garment/textile storage box, size: 22"x19"x51/4 in, light blue	pc	40	2,000.00	80,000.00		
2		Hake brush, 60 mm	pc	4	300.00	1,200.00		
3		Hake brush, 45 mm	pc	4	210.00	840.00		
4		Wide dusting conservation brush, 60 mm	pc	2	3,300.00	6,600.00		
5		Glassine paper size 24 x 24 in, white	rm	2	2,000.00	4,000.00		
6		Polyester Film size 0.003 thickness, 42 inches wide x 100 feet	rol	3	35,000.00	105,000.00		
7		Silica gel pack, self indicating, re-usable	box	80	200.00	16,000.00		
8		Tying tape labels, 100mmx 70mm, 1000 labels per box	box	1	6,000.00	6,000.00		
		-xxx Nothing Follows xxx-						
TOTAL:						219,640.00	BID TOTAL:	
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, SRMO

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