

**UNIVERSITY OF THE PHILIPPINES BAGUIO**

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**Request for Quotation**

**Office of the Vice Chancellor for Academic Affairs**

Date: September 26, 2019  
 RFQ No.: 1423  
 MOP: Small Value Procurement

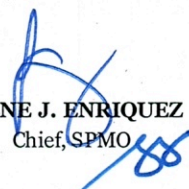
Please quote your lowest price on the item/s listed below, subject to the General Conditions on the last page, starting the shortest time of delivery and submit your Quotation duly signed by your representative not later than **3 October 2019** in the return Envelope attached herewith.

- Note:**
- All entries must be typewritten and/ or legibly handwritten.
  - Delivery period within **30 calendar day/s upon approval of final print.**
  - 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 submission of the quotation.
  - Bidders shall submit original brochures showing certifications of the product being offered, if applicable.
  - Bidders must indicate the BRAND and MODEL NUMBER offered when appropriate.
  - Others: \_\_\_\_\_

**Supply of Labor and Materials for the Printing of Books**

ITEM NO.	GENERAL DESCRIPTION	UOM	QTY	Compliance with technical specifications (Pls. check)		UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE
				YES	NO				
	<b>Supply of Labor and Materials for the Printing of Books</b>								
1	No. of pages: 300-350 pages	copies	1000			₱ 650.00	₱ 650,000.00		
	Printing: Full Color								
	Size: 8" x 10"								
	Cover: full color, matte laminated with UV spot lamination; soft bound with 5" flap on both front and back cover; 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.								
<b>TOTAL:</b>							₱ 650,000.00		
<b>TOTAL QUOTED AMOUNT IN WORDS:</b>									

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 Address: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_