

Request for Quotation
Office of the Vice Chancellor for Academic Affairs

Date: October 03, 2019
 RFQ No.: 1433
 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 **8 October 2019** in the return Envelope attached herewith.

- Note:**
1. All entries must be typewritten and/ or legibly handwritten.
 2. Delivery period within **30 calendar day/s upon approval of final print.**
 3. 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.
 4. Price validity shall be for a period of 90 calendar days.
 5. **Mayor's/ Business Permit, PhilGEPS Registration Number, Omnibus Sworn Statement** shall be attached upon submission of the quotation.
 6. Bidders shall submit original brochures showing certifications of the product being offered, if applicable.
 7. Bidders must indicate the BRAND and MODEL NUMBER offered when appropriate.
 8. Others: _____

Printing Services for the University of the Philippines Baguio

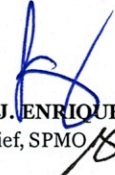
ITEM NO.	GENERAL DESCRIPTION	UOM	QTY	Compliance with technical specifications (Pls. check)		UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE
				YES	NO				
	Printing Services for the University of the Philippines Baguio								
1	Printing of wall calendar - SIZE: 17" x 8"; spread size; 8.5" x 8" folded size; PAGES: 28 pages including cover; STOCK: Cover C2S 180 lbs. with matte lamination 2-side; Inside Matte 100 lbs.; COLOR: Full color all pages 4/4 2-side print; PROCESS: Offset Printing; BINDING: Hole, folding and saddle stitched (eyelet, on cover only)	copy	1000			P 70.00	P 70,000.00		
2	Printing of 5 different Children's textile books on weaving - SIZE: 14" x 18"; spread size: 7" x 9" folded size; PAGES: Total of 28 pages including cover (24 pages inside cover, 4 pages for cover); COVER: Full color cover, Foldcoate #15 matte laminated with UV-spot lamination 2-side; Inside matte coated 80 gsm; full color pages; BINDING: Smythe-Swen; 300 copies per book;	copy	1500			P 90.00	P 135,000.00		
3	Printing of CORDITEX Learning Tool-kit handbook - SIZE: 7" x 9"; PAGES: Total of 124 pages including cover (120 pages inside cover, 4 pages for cover); COVER: Full color; matte laminated with UV-spot lamination 2-side; inside matte coated 90 gsm, full color pages (with provision for printing of multiple colored, and black and white images); BINDING: Smythe-Swen	copy	400			P 300.00	P 120,000.00		
	<i>Print ready (inDesign file) will be provided by our layout artist. Printout to be provided by the printing press for approval and signature prior to mass printing. Must allow minor corrections and adjustments after proofreading.</i>								
TOTAL:							P 325,000.00		
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.

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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:	_____