

**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  
College of Arts and Communication**

Date: November 05, 2019  
RFQ No.: 1514  
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 **11 November 2019** in the return Envelope attached herewith.

- Note:**
- All entries must be typewritten and/ or legibly handwritten.
  - Delivery period within **15 calendar day/s upon final 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: \_\_\_\_\_

**Printing of IPEC Proceedings**

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>Printing of IPEC Proceedings</b>								
1	Additional printing of the Proceedings of the IPEC - SIZE:6"x9" (folded size); PAGES: 4 pages cover + 125-135 inside pages; COVER: stock: Foldcote Cal 12; Color: Full colors; Others: with 3" fold (for front and back covers), Matte Lamination plus UV-spot lamination; Inside pages: stock: Matt 60 lbs; Ivory: Color: 1 color: Process: CTP offset printing; Binding: Smythe Sewn Perfect	copy	1500			₱ 110.00	₱ 165,000.00		
	<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>								
<b>TOTAL:</b>							₱ 165,000.00		
<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: \_\_\_\_\_