

**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  
University Library**

Date: September 25, 2020  
RFQ No.: 1742  
MOP: Small Value Procurement

Please quote your lowest price on the item/s listed below, subject to the General Conditions stated herein, starting the shortest time of delivery and submit your Quotation duly signed by your representative not later than **29 September 2020** in a sealed envelope or email to **spmo.upbaguio@up.edu.ph**.

- Note:**
- All entries must be typewritten and/ or legibly handwritten.
  - Delivery period: **within 15-30 days upon receipt of Purchase Order (PO)**.
  - Price validity shall be for a period of 90 calendar days.
  - Mayor's/ Business Permit, PhilGEPS Registration Number, Omnibus Sworn Statement (for ABCs above Php 50,000.00)** shall be attached upon submission of the quotation.
  - Payment Terms:** in cheque form payable to supplier 20 days after complete delivery of goods/ service.
  - Others: \_\_\_\_\_


**Books 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	Delivery Period (in days)
				YES	NO					
	<b>Books for the University of the Philippines Baguio</b>									
1	Business internship/Griffin, Michael /2011 (paperback)	bk	1			₱ 2,719.00	₱ 2,719.00			
2	Designing Training to Shorten Time to Proficiency: Online, Classroom and On-the-Job Learning Strategies from Research /Attri, Raman K./2019 (hardbound)	bk	1			₱ 4,100.00	₱ 4,100.00			
3	Exploring internship in a university internship program : a stakeholder framework for designing and directing effective marketing internship/Hoyle/2014 (paperback)	bk	1			₱ 14,022.00	₱ 14,022.00			
4	Get an internship and make the most out of it: practical information for highschool and community college students/Mclachlan, Joan E./2015 (paperback)	bk	1			₱ 1,968.00	₱ 1,968.00			
5	Graphic Design Internship Log: Keep Record of Your Graphic Design Internship/Robinson, Frances P./2015 (paperback)	bk	1			₱ 917.00	₱ 917.00			
6	Hacking the Internship Process/Hobbs, Bill/2017 (paperback)	bk	1			₱ 3,122.00	₱ 3,122.00			
7	How to Get an Animation Internship: A Guide That Helps You Apply, Interview and Get Your Foot Into Show Business/Bravo, Eric/2018 (paperback)	bk	1			₱ 2,549.00	₱ 2,549.00			
8	How to Land Your Dream Internship: Proven Step-by-Step System to Gain Real World Experience/Pham, Tam/2016 (paperback)	bk	1			₱ 1,315.00	₱ 1,315.00			
9	In the Field: A Field Experience Manual for Internship and Service Learning (Students/Hollins,-Sawyer, Lisa/2018 (hardbound)	bk	1			₱ 11,962.00	₱ 11,962.00			
10	Intern Insider: Getting the Most Out of Your Internship in the Entertainment Field/Trujillo, Tammy/2016 (paperback)	bk	1			₱ 2,375.00	₱ 2,375.00			
11	Internship Mastery: The Technology Student's Guide to Crushing Your Internship and Launching Your Career/Glick, Ryan D./2019 (paperback)	bk	1			₱ 1,066.00	₱ 1,066.00			
12	Internship Standard Requirements/Blokdyk, Gerardus/2018 (paperback)	bk	1			₱ 12,104.00	₱ 12,104.00			
13	Internship in Psychology: The APAGS Workbook for Writing Successful Applications and Finding the Right Fit, /4th. ed/Williams-Nickelson, Carol/2018 (paperback)	bk	1			₱ 2,460.00	₱ 2,460.00			
14	Internship programs a complete guide /Blokdyk, Gerardus/2019 (paperback)	bk	1			₱ 10,858.00	₱ 10,858.00			
15	Internships for Today's World: A Practical Guide for High School and Community Colleges/McLachlan, Joan E./2014 (paperback)	bk	1			₱ 2,542.00	₱ 2,542.00			
16	Internships: Theory and Practicelan, Joan E/Sides, Charles/2017 (paperback)	bk	1			₱ 5,464.00	₱ 5,464.00			
17	Kick-Start: Realizing Best Benefits from a Science, Technical or Business Internship/Newsam, John M./2018 (paperback)	bk	1			₱ 1,325.00	₱ 1,325.00			

**Books 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	Delivery Period (in days)	
				YES	NO						
18	Landing internship and your first job : why qualifications are not enough/Wong, Jerome/2017 (paperback)	bk	1			P 1,733.00	P 1,733.00				
19	Learning While Working: Structuring Your On-the-Job Training/Smith, Paul/2018 (paperback)	bk	1			P 5,842.00	P 5,842.00				
20	Practicum and Internship: Textbook and Resource Guide for Counseling and Psychotherapy/Jungers, Christin M./2019 (paperback)	bk	1			P 6,296.00	P 6,296.00				
21	School Counseling Practicum and Internship: 30 Essential Lessons/Hamlet, Helen S. /2017 (paperback)	bk	1			P 4,157.00	P 4,157.00				
22	School Leader Internship: Developing, Monitoring and Evaluating Your Leadership Experience, 4th edition/2016 (paperback)	bk	1			P 4,276.00	P 4,276.00				
23	Social Media Tools in Experiential Internship Learning/Chu, Samuel Kai Wah /2020 (hardbound)	bk	1			P 10,659.00	P 10,659.00				
24	Student Internship Success Workbook (Supervisor Guide): 20+ Lessons and Activities for Student Intern Career Readiness/Labor, Saby L./2017 (paperback)	bk	1			P 1,938.00	P 1,938.00				
25	Succeeding with Standardized Wwork: Through Teamwork, On-the-Job Training and Coaching/Olofsson, Oskar/2016 (paperback)	bk	1			P 2,244.00	P 2,244.00				
26	Successful Applications: Work Experience, Internship and Jobs/ Woodcock, Bruce/ 2019 (paperback)	bk	1			P 915.00	P 915.00				
27	The Counseling Practicum and Internship Manual: A Resource for Graduate Counseling Students/3rd edition/Hodges, Shannon/2019 (paperback)	bk	1			P 6,160.00	P 6,160.00				
28	The Human Services Internship Experience: Helping Students Find Their Way/Woodside, Marianne/2016 (paperback)	bk	1			P 9,148.00	P 9,148.00				
29	The Internship Manual: A Step-by-Step Guide to Getting the Internship of Your Dreams/Kent, Sharise S./2015 (paperback)	bk	1			P 1,529.00	P 1,529.00				
30	The Successful Internship: Transformation and Empowerment in Experiential Learning/Sweitzer, H. Frederick/2019 (paperback)	bk	1			P 6,840.00	P 6,840.00				
31	The Washington Manual Internship Survival Guide,/De Fer, Thomas M/5th edition/2015 (paperback)	bk	1			P 4,400.00	P 4,400.00				
32	Your Supervised Practicum and Internship: Field Resources for Turning Theory Into Action/Russell-Chapin, Lori A./2016 (paperback)	bk	1			P 5,583.00	P 5,583.00				
<b>TOTAL:</b>							<b>P 152,388.00</b>				
<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:	_____	Date:	_____
Signature:	_____		